

## Chapter 22 - Financial Reports - RPT/FIN

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## Financial Reports

The financial reports screen is used to produce reports that will assist the user in tracking cases. The screen is split into two main areas:

1. Accounts Receivable Reports
2. Accounts Payable Reports.

### Accessing the Financial Report Menu

To access the probate report screen, insert RPT/PRO in the Next Tran line and press <Enter>.

### Probate Next Tran Line:

```
NXT TRAN  P RPT  TYPE FIN  CASE NBR  00000000  REC NBR  ____
```

### Juvenile Next Tran Line:

```
NXT TRAN      RPT  TYPE FIN  CASE NBR  00000000  PET  00000000  EVT  ____  PTY  ____
```

The following screen will be displayed.

```

Court ID : J 44 ANGIE      Financial Report Selection Menu      Release : 025

1. Accounts Receivable Reports
2. Accounts Payable Reports

Make your selection:

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

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```

Select either payable or receivable reports by entering a 1 or 2 and then pressing <Enter>. Following is an explanation of the receivable reports followed by the payable reports.

## Accounts Receivable Reports

After selecting the accounts receivable reports off of the financial reports selection screen, the system will return the following screen for you.

**Court ID : J 44 ANGIE    Financial A/R Report Selection    Release : 025**

1. Cash Audit List	16. Transactions by Case
2. Transmittal Advice	17. A/R Ageing Report
3. List Accounting Codes	18. Financial Order Audit Report
4. Accounts Paid Report	19. A/R Billing
5. Cost of Care Inquiry Print	20. Showcause Report
6. List of Orders	21. Delinquent Letter Print
7. Budget List	22. ADCF/Ward Report
8. Budget Year	23. Case Status Report
9. Price List	24. Account Group Report
	25. YTD Dollars for AR Orders
11. DSS207 Reports	26. YTD Dollars by Acct & Price
12. Income Status Report	27. Combined Cir & Juv Transmittal
13. Price Group Report	28. Restitution Order Report
14. A/R & A/P by Case	29. Cash Adjustments Report
15. Transactions by Account	30. Voided Receipts Report
	31. A/R Transaction by Price Code

Make your selection:

Nxt Tran   RPT Type FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt                      F6=System

F8=Probate   F9=Name Inq.                      F14=Dkt.Inq F16=Inv.Cal

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Make your selection by placing the number of the report on the selection line. The system will do one of two things.

1. If the report requires further information, the system will display an additional data entry screen for you to fill in all relevant information. After you have entered the required information, press <Enter>.
2. If the report does not require further information, the system will generate the report after you press <Enter>.

Following are descriptions and examples of all reports on the A/R report selection menu.

## Cash Audit List

This report is used to audit either detail or summary information for either one particular user or for all users. The report is also used to show auditor's your transaction history and to balance your transmittal report. Although this report is usually ran at the same time as the transmittal, it can be ran at any time.

### Running the Report:

Enter 1 in the report selection field and press <Enter>. The system will return the following screen.



The screenshot shows a terminal window titled "Cash Audit List". At the top, it displays "Court ID : J 44 ANGIE" and "Release : 025". The main area contains prompts for entering the beginning and ending dates in MMDD CCYY format, a choice between summary (S) and detail (blank), and an operator code. At the bottom, there is a status bar with fields for "Nxt Tran", "RPT Type", "FIN", "Case#", "Petrn#", "Event#", and "Party", along with function key descriptions: F1=Help, F2=Nxt Tran, F3=Exit, F4=Prompt, F6=System, F8=Probate, F9=Name Inq., F14=Dkt. Inq, and F16=Inv. Cal. The bottom status bar also shows "05/037" and a connection message: "Connected to remote server/host OSMSOUTH using port 23".

Court ID : J 44 ANGIE      Cash Audit List      Release : 025

Enter the beginning date      MMDD CCYY

Enter the ending date      MMDD CCYY

Enter S for summary Blank for detail

Enter operator code or blank for all

Nxt Tran   RPT Type   FIN   Case#   00000000   Petrn#   00000000   Event#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System

F8=Probate F9=Name Inq.      F14=Dkt. Inq F16=Inv. Cal

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1. Enter the date range that you would like to search through.
2. Enter an "S" if you a summary report, leave blank for a detail report.
3. Enter the operator code to select a specific operator. Leave this field blank for all users.
4. Press <Enter>. The system will generate the report and return you to the reports menu.

## Summary Report:

RUN DATE	6/13/2003	COUNTY	CIRCUIT COURT/FAMILY DIVISION	PAGE NO.	1
RUN TIME	14:38				
FROM DATE	1/01/2003	TO DATE	6/01/2003	SELECTED SUMMARY LIST FOR ALL OPERATORS	
RECEIPT NUMBER	90,000,920			RELEASE	25
DATE	1/16/2003			TIME	14:44
CASE	SUFFIX	PARTY	NAME	CASHIER	
01000500		J01	NAME, TEST,	TEST	
=====					
CASH AMOUNT	\$100.00-				
-----					
			TOTAL APPLIED	\$100.00-	
			AMOUNT RECEIVED	\$100.00-	
-----					
			CHANGE	\$ .00	
PAID BY					
REASON FOR ADJUST	TEST				
ADJUST RECORD #	90000921	OPR BETT DATE & TIME OF ADJUST	1/16/2003 14:44		
*****					

The first part of the summary report will list every transaction, the user who processed it along with the date/time. Every transaction is separated by a line as shown above.

The second part of the report lists all of your totals for that time period as shown below.

RUN DATE	6/13/2003	COUNTY	CIRCUIT COURT/FAMILY DIVISION	PAGE NO.	19
RUN TIME	14:38				
FROM DATE	1/01/2003	TO DATE	6/01/2003	SELECTED SUMMARY LIST FOR ALL OPERATORS	
*****					
STARTING RECEIPT NUMBER	45,669	ENDING RECEIPT NUMBER	45,686		
STARTING ADJ RECEIPT NO	90,000,920	ENDING ADJ RECEIPT NO.	90,000,935		
TOTAL CASH TRANSACTIONS	17	TOTAL CHECK TRANSACTIONS	0		
TOTAL MONEY ORDER TRANS	0	TOTAL CHARGE CARD TRANS	0		
TOTAL DOLLARS IN CASH	\$1,707.50	TOTAL DOLLARS IN CHECKS	\$ .00		
TOTAL MONEY ORDER AMT	\$ .00	TOTAL CHARGE CARD AMT	\$ .00		
TOTAL ELECTRONIC TRANS	0	TOTAL E. TRANSFER AMT	\$ .00		
TOTAL AMOUNT PAID	\$1,707.50	TOTAL CHANGE GIVEN	\$10.00		
TOTAL VOID OUT OF RANGE	\$ .00	TOTAL AMOUNT DUE	\$1,697.50		
TOTAL VOID IN RANGE	\$ .00	TOTAL VOID TRANSACTIONS	0		
TOTAL DOLLARS	\$1,697.50	TOTAL TRANSACTIONS	33		

**Detail Report:**

RUN DATE 6/13/2003		COUNTY CIRCUIT COURT/FAMILY DIVISION		PAGE NO. 1	
RUN TIME 14:38					
FROM DATE 1/01/2003 TO DATE 6/01/2003 SELECTED DETAIL LIST FOR ALL OPERATORS					
RECEIPT NUMBER 90,000,920		RELEASE 25			
DATE 1/16/2003		TIME 14:44			
CASE	SUFFIX	PARTY	NAME	CASHIER	
01000500		J01	NAME, TEST,	TEST	
=====					
FOR THE PERSON: SPEARS,BRITTNEY,					
DESCRIPTION OF CHARGE		QTY.	CODE	AMOUNT	EXT. AMOUNT APPLIED AMT
-----					
CREDIT MEMO		1		\$100.00-	\$100.00-\$100.00-
=====					
CASH AMOUNT		\$100.00-			
-----					
				TOTAL APPLIED	\$100.00-
				AMOUNT RECEIVED	\$100.00-
-----					
				CHANGE	\$ .00
PAID BY					
REASON FOR ADJUST TEST					
ADJUST RECORD # 90000921 OPR BETT DATE & TIME OF ADJUST 1/16/2003 14:44					
*****					

The detail will list the same transactions as the summary report except, it will list more detail for each transaction. The person the payment was more for, the charge description, quantity and amounts will all be listed as shown above.

The second part of the report lists all of your totals for that time period as shown below.

RUN DATE 6/13/2003		COUNTY CIRCUIT COURT/FAMILY DIVISION		PAGE NO. 28	
RUN TIME 14:38					
FROM DATE 1/01/2003 TO DATE 6/01/2003 SELECTED DETAIL LIST FOR ALL OPERATORS					
*****					
STARTING RECEIPT NUMBER		45,669	ENDING RECEIPT NUMBER		45,686
STARTING ADJ RECEIPT NO		90,000,920	ENDING ADJ RECEIPT NO.		90,000,935
TOTAL CASH TRANSACTIONS		17	TOTAL CHECK TRANSACTIONS		0
TOTAL MONEY ORDER TRANS		0	TOTAL CHARGE CARD TRANS		0
TOTAL DOLLARS IN CASH		\$1,707.50	TOTAL DOLLARS IN CHECKS		\$.00
TOTAL MONEY ORDER AMT		\$.00	TOTAL CHARGE CARD AMT		\$.00
TOTAL ELECTRONIC TRANS		0	TOTAL E. TRANSFER AMT		\$.00
TOTAL AMOUNT PAID		\$1,707.50	TOTAL CHANGE GIVEN		\$10.00
TOTAL VOID OUT OF RANGE		\$.00	TOTAL AMOUNT DUE		\$1,697.50
TOTAL VOID IN RANGE		\$.00	TOTAL VOID TRANSACTIONS		0
TOTAL DOLLARS		\$1,697.50	TOTAL TRANSACTIONS		33

## Transmittal Advice

The transmittal advice report generates two separate reports.

1. The first shows all money collected during the time period that needs to be deposited.
2. The second shows all Adjustments.

### Running the Report:

Enter 2 in the report selection field and press <Enter>. The system will return the following screen.

The screenshot shows a terminal window titled "Transmittal Advice". At the top, it displays "Court ID : J 44 ANGIE" and "Release : 025". Below this, there are fields for "Enter the beginning date" and "Enter the ending date", both with "MMDD CCYY" labels. A section for "Enter the report type" lists four options: "1 = State only", "2 = Court only", "3 = Combined State/Court", and "4 = All Reports", with a note "Blank for None". Below this is a field for "Enter X to print cash receipts journal". Another section for "Enter the report combined type" lists six options: "J = Juvenile report only", "P = Probate report only", "C = Civil report only", "X = Juvenile and Probate and Civil reports", "1 = Probate and Juvenile reports", and "2 = Probate and Civil reports", with a note "(Leave both blank - for standard run)". Below this are fields for "Enter Y for sub totals on activity" and "Enter Y for sub totals on account". At the bottom, there is a row of fields: "Nxt Tran", "RPT Type", "FIN", "Case# 00000000", "Petn# 00000000", "Event#", and "Party". Below this row are several function key shortcuts: "F1=Help", "F2=Nxt Tran", "F3=Exit", "F4=Prompt", "F6=System", "F8=Probate", "F9=Name Inq.", "F14=Dkt. Inq", and "F16=Inv. Cal". The bottom status bar shows "04/037" and "Connected to remote server/host OSMSOUTH using port 23".

### ~Beginning Date~

Calculate the date from the last transmittal that you ran. If it was ran for the period of 6/1/2003 - 6/5/2003, the beginning date for your next transmittal would be 6/6/2003.

### ~Ending Date~

The ending date will be the date that you want to run your transmittal through.

**NOTE:** If you process your transmittal the same date that you used for the ending date, you can NOT process any receipts after you run the transmittal. If you process receipts on that date, you must re-run the transmittal to make sure you have all the receipts.

**~Report Type~**

You can select a different report type based on what information you want the system to generate for you. The different report types are as follows:

1. State Only - This report will list only accounts that are to be paid to the State of Michigan.
2. Court Only - This report will list only accounts that are to be paid to the County/Court.
3. Combined State and Court - This report will list a combined report including both State and County/Court.
4. All Reports - This report will print: a) State Report, b) County/Court Report, c) Combined State and County/Court report.
5. Blank for No report

**~Cash Receipts Journal~**

You can select to have the cash receipts journal printed. This is the only way you can get the cash receipts journal to print. It should be printed along with the transmittal and kept with it for future use or audits.

**~Report Combination Types~**

There are several options for the type of transmittal you can generate. Depending on how your Court is set up, the following options are available to you:

J	=	Juvenile Transmittal Only
P	=	Probate Transmittal Only
C	=	Civil Transmittal Only
X	=	Combined Juvenile, Probate and Civil Transmittal
1	=	Combined Probate and Juvenile Transmittal
2	=	Combined Probate and Civil Transmittal
3	=	Combined Juvenile and Civil Transmittal

**~Sub Total~**

You can select to have the transmittal printed including one or both of the following:

1. Sub Totals by Activity.
2. Sub Totals by Account

By leaving these fields blank, the system will generate the standard transmittal.

After entering all the pertinent information on the screen, press <Enter> and the system will process the reports. Following are examples of the reports that will print.



**Combined State and Court:**

RUN DATE 6/30/2000		TRANSMITTAL ADVICE REPORT		PAGE NO.	1
COMBINED		RUN TIME 09:11			
OTHER COUNTY PROBATE COURT					
OTHER CTY. COMPLEX 255 CLAY ST.					
OTHER MI 48446					
(810) 6670270					
DESCRIPTION	FUND ACTIVITY	ACCOUNT	AMOUNT		
-----			-----		
ADMINISTRATIVE FEES	00101 00148.00	00621.111	\$451.98		
-----			-----		
FUND TOTALS	00101		\$451.98		
DIRECT PAYMENT	00292 00000.00	00230.040	\$25.00		
COLLECTION FEES	00292 00661.00	00607.050	\$46.87		
COUNTY WARD	00292 00661.00	00627.010	\$140.63		
-----			-----		
FUND TOTALS	00292		\$212.50		
STATE COURT FUND	00701 00000.00	00228.042	\$79.00		
RESTITUTION	00701 00000.00	00271.001	\$220.00		
-----			-----		
FUND TOTALS	00701		\$299.00		
MICH. JUDGES RETIREMENT	11701 00000.00	00228.007	\$21.00		
-----			-----		
FUND TOTALS	11701		\$21.00		
-----			-----		
COMBINED TOTALS FOR ALL FUNDS			\$984.48		
I HEREBY CERTIFY THAT THE TOTAL LISTED ABOVE REPRESENTS COLLECTIONS RECEIVED BY					
ME FOR THE ABOVE NAMED FUNDS DURING THE PERIOD 06/01/2000 THRU 06/26/2000. THE					
STARTING JUVENILE RECEIPT NUMBER 0000045389 THRU RECEIPT NUMBER 0000045404.					
STARTING PROBATE RECEIPT NUMBER 0000012516 THRU RECEIPT NUMBER 0000012516.					
STARTING CIVIL RECEIPT NUMBER 0000000000 THRU RECEIPT NUMBER 0000000000.					
STARTING JUVENILE ADJ. RECEIPT NUMBER 0090000644 THRU RECEIPT NUMBER 0090000651.					
DATED ____/____/____ BY _____					
DEPARTMENT HEAD					
THE MONIES ABOVE HAVE BEEN DEPOSITED WITH THE COUNTY TREASURER.					
RECEIVED BY _____ DATE ____/____/____					

**State Transmittal:**

RUN DATE 6/30/2000		TRANSMITTAL ADVICE REPORT		PAGE NO. 1
STATE		RUN TIME 09:11		
OTHER COUNTY PROBATE COURT				
OTHER CTY. COMPLEX 255 CLAY ST.				
OTHER MI 48446				
(810) 6670270				
DESCRIPTION	FUND ACTIVITY	ACCOUNT	AMOUNT	
-----	-----	-----	-----	
STATE COURT FUND	00701 00000.00	00228.042	\$79.00	
			-----	
FUND TOTALS	00701		\$79.00	
MICH. JUDGES RETIREMENT	11701 00000.00	00228.007	\$21.00	
			-----	
FUND TOTALS	11701		\$21.00	
			-----	
COMBINED TOTALS FOR ALL FUNDS			\$100.00	
I HEREBY CERTIFY THAT THE TOTAL LISTED ABOVE REPRESENTS COLLECTIONS RECEIVED BY				
ME FOR THE ABOVE NAMED FUNDS DURING THE PERIOD 06/01/2000 THRU 06/26/2000. THE				
STARTING JUVENILE RECEIPT NUMBER 0000045389 THRU RECEIPT NUMBER 0000045404.				
STARTING PROBATE RECEIPT NUMBER 0000012516 THRU RECEIPT NUMBER 0000012516.				
STARTING CIVIL RECEIPT NUMBER 0000000000 THRU RECEIPT NUMBER 0000000000.				
STARTING JUVENILE ADJ. RECEIPT NUMBER 0090000644 THRU RECEIPT NUMBER 0090000651.				
DATED ____/____/____ BY _____				
DEPARTMENT HEAD				
THE MONIES ABOVE HAVE BEEN DEPOSITED WITH THE COUNTY TREASURER.				
RECEIVED BY _____ DATE ____/____/____				

**Court Transmittal Report:** This report will list only county accounts.

RUN DATE 6/30/2000		TRANSMITTAL ADVICE REPORT		PAGE NO. 1
COURT		RUN TIME 09:11		
OTHER COUNTY PROBATE COURT				
OTHER CTY. COMPLEX 255 CLAY ST.				
OTHER MI 48446				
(810) 6670270				
DESCRIPTION	FUND ACTIVITY	ACCOUNT	AMOUNT	
-----				
ADMINISTRATIVE FEES	00101 00148.00	00621.111	\$451.98	
-----				
FUND TOTALS	00101		\$451.98	
DIRECT PAYMENT	00292 00000.00	00230.040	\$25.00	
COLLECTION FEES	00292 00661.00	00607.050	\$46.87	
COUNTY WARD	00292 00661.00	00627.010	\$140.63	
-----				
FUND TOTALS	00292		\$212.50	
RESTITUTION	00701 00000.00	00271.001	\$220.00	
-----				
FUND TOTALS	00701		\$220.00	
-----				
COMBINED TOTALS FOR ALL FUNDS			\$884.48	
I HEREBY CERTIFY THAT THE TOTAL LISTED ABOVE REPRESENTS COLLECTIONS RECEIVED BY				
ME FOR THE ABOVE NAMED FUNDS DURING THE PERIOD 06/01/2000 THRU 06/26/2000. THE				
STARTING JUVENILE RECEIPT NUMBER 0000045389 THRU RECEIPT NUMBER 0000045404.				
STARTING PROBATE RECEIPT NUMBER 0000012516 THRU RECEIPT NUMBER 0000012516.				
STARTING CIVIL RECEIPT NUMBER 0000000000 THRU RECEIPT NUMBER 0000000000.				
STARTING JUVENILE ADJ. RECEIPT NUMBER 0090000644 THRU RECEIPT NUMBER 0090000651.				
DATED ____/____/____ BY _____				
DEPARTMENT HEAD				
THE MONIES ABOVE HAVE BEEN DEPOSITED WITH THE COUNTY TREASURER.				

**State Adjustments Report:**

RUN DATE 6/30/2000	TRANSMITTAL ADVICE REPORT	PAGE NO. 1
STATE	RUN TIME 09:11	
ADJUSTMENTS		
OTHER COUNTY PROBATE COURT		
OTHER CTY. COMPLEX 255 CLAY ST.		
OTHER	MI 48446	
(810) 6670270		
DESCRIPTION	FUND ACTIVITY ACCOUNT	AMOUNT
-----	-----	-----
COMBINED TOTALS FOR ALL FUNDS		\$ .00
I HEREBY CERTIFY THAT THE TOTAL LISTED ABOVE REPRESENTS COLLECTIONS RECEIVED BY		
ME FOR THE ABOVE NAMED FUNDS DURING THE PERIOD 06/01/2000 THRU 06/26/2000. THE		
STARTING JUVENILE RECEIPT NUMBER 0000045389 THRU RECEIPT NUMBER 0000045404.		
STARTING PROBATE RECEIPT NUMBER 0000012516 THRU RECEIPT NUMBER 0000012516.		
STARTING CIVIL RECEIPT NUMBER 0000000000 THRU RECEIPT NUMBER 0000000000.		
STARTING JUVENILE ADJ. RECEIPT NUMBER 0090000644 THRU RECEIPT NUMBER 0090000651.		
DATED ____/____/____ BY _____		
DEPARTMENT HEAD		
THE MONIES ABOVE HAVE BEEN DEPOSITED WITH THE COUNTY TREASURER.		
RECEIVED BY _____ DATE ____/____/____		

**Court Adjustments Report:** This will list only county accounts.

COURT		RUN TIME 09:11	
ADJUSTMENTS			
OTHER COUNTY PROBATE COURT			
OTHER CTY. COMPLEX 255 CLAY ST.			
OTHER MI 48446			
(810) 6670270			
DESCRIPTION	FUND ACTIVITY	ACCOUNT	AMOUNT
REIMBURSEMENT ATTORNEY FEES	AJ 222222222222222222222222222222		\$40.00-
ADMINISTRATIVE FEES	AJ 00101 00148.00	00621.111	\$475.00
FUND TOTALS 00101			\$435.00
COLLECTION FEES	AJ 00292 00661.00	00607.050	\$115.00-
COUNTY WARD	AJ 00292 00661.00	00627.010	\$345.00-
FUND TOTALS 00292			\$460.00-
RESTITUTION	AJ 00701 00000.00	00271.001	\$36.00-
FUND TOTALS 00701			\$36.00-
COMBINED TOTALS FOR ALL FUNDS			\$61.00-
I HEREBY CERTIFY THAT THE TOTAL LISTED ABOVE REPRESENTS COLLECTIONS RECEIVED BY			
ME FOR THE ABOVE NAMED FUNDS DURING THE PERIOD 06/01/2000 THRU 06/26/2000. THE			
STARTING JUVENILE RECEIPT NUMBER 0000045389 THRU RECEIPT NUMBER 0000045404.			
STARTING PROBATE RECEIPT NUMBER 0000012516 THRU RECEIPT NUMBER 0000012516.			
STARTING CIVIL RECEIPT NUMBER 0000000000 THRU RECEIPT NUMBER 0000000000.			
STARTING JUVENILE ADJ. RECEIPT NUMBER 0090000644 THRU RECEIPT NUMBER 0090000651.			
DATED ____/____/____ BY _____			
DEPARTMENT HEAD			
THE MONIES ABOVE HAVE BEEN DEPOSITED WITH THE COUNTY TREASURER.			
RECEIVED BY _____ DATE ____/____/____			

**Cash Receipts Journal:** The Cash Receipts Journal will show all receipts that were processed during the reporting period. It will give information such as receipt number, date, payee, method of payment, etc.

RUN DATE 6/30/2000				CASH RECEIPTS JOURNAL REPORT						PAGE		
NO.												
RUN TIME 09:11				From 06/01/2000 Thru 06/26/2000								
				JUVENILE								
RECEIPTS				OTHER COUNTY PROBATE COURT								
				OTHER CTY. COMPLEX 255 CLAY ST.								
				OTHER MI 48446								
				(810) 6670270								
RECEIPT #	DATE	CASH AMT	CHECK AMT	CHECK #	MONEY ORD	ORD CHECK#	CHARG AMT	E. T. AMT	CHANGE	PAYEE	CASE #	S
45389	6/06/2000	\$0.00			\$10.00	123456				BRAD SR SMITH	96960812	
45390	6/07/2000	\$35.00								AMY MARIE VANBIB	956795	
45391	6/16/2000	\$125.00								AARON M SMITH	895019	
45392	6/16/2000	VOIDED -								RICKY H MEACHUM	843565	
45393	6/20/2000	\$48.00								JOHN SMELT	10530	
45394	6/21/2000	\$2.00								HEATHER ROSE MEA	843565	
45395	6/26/2000	\$0.00					\$125.00			ROBERT MEACHUM	843565	
45396	6/26/2000	\$50.00							\$25.00	AMANDA BACH	895019	
TOTAL CASH AMOUNT			\$410.00									
TOTAL CHECK AMOUNT			\$70.00		* ALL THE RECEIPTS IN THE DATE RANGE							
TOTAL MONEY ORDER			\$32.50									
TOTAL CHARGE AMOUNT			\$405.00									
TOTAL E. TRANSFER AMOUNT			\$0.00									
TOTAL CHANGE AMOUNT			\$33.02									
TOTAL THIS DEPOSIT			\$884.48									

## Adjustments Cash Receipt Journal:

This report will show all adjustment receipts that were processed during the reporting period. The first part of this report shows all voids and adjustments to receipts that were processed out of the date range.

RUN DATE 6/30/2000		CASH RECEIPTS JOURNAL REPORT								PAGE	
NO.											
RUN TIME 09:11		From 06/01/2000 Thru 06/26/2000									
		JUVENILE									
ADJUSTMENT											
		OTHER COUNTY PROBATE COURT									
		OTHER CTY. COMPLEX 255 CLAY ST.									
		OTHER MI 48446									
		(810) 6670270									
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
RECEIPT #	DATE	CASH AMT	CHECK AMT	CHECK #	MONEY ORD	ORD CHECK#	CHARG AMT	E. T. AMT	CHANGE	PAYEE	CASE #
S											
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
45392	6/16/2000	\$11.00-								RICKY H MEACHUM	843565
45400	6/26/2000	\$50.00-								ROBERT CADE	905291
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL ADJUSTMENT CASH AMOUNT			\$61.00-								
TOTAL ADJUSTMENT CHECK AMOUNT			\$0.00		* ALL VOIDED OR ADJUSTED RECEIPTS WHICH						
TOTAL ADJUSTMENT MONEY ORDER			\$0.00		* ORIGINAL RECEIPTS ARE OUT OF THE RANGE						
TOTAL ADJUSTMENT CHARGE AMOUNT			\$0.00								
TOTAL ADJUSTMENT E.T. AMOUNT			\$0.00								
TOTAL ADJUSTMENT CHANGE AMOUNT			\$0.00								
TOTAL THIS ADJUSTMENT			\$61.00-								
-----			-----								

The second part of this report shows all voids and adjustments to receipts that were processed in the date range.

RECEIPT #	DATE	ADJ. AMT						E. T. AMT		PAYEE	CASE #
90000644	6/16/2000	\$500.00-									843565
90000645	6/16/2000	\$500.00									843565
90000646	6/16/2000	\$100.00-									843565
90000647	6/16/2000	\$100.00									843565
90000648	6/26/2000	\$40.00-									895019
90000649	6/26/2000	\$40.00									895019
90000650	6/26/2000	\$100.00-									967119
90000651	6/26/2000	\$100.00									967119
TOTAL ADJUSTMENT CASH AMOUNT			\$0.00								
TOTAL ADJUSTMENT CHECK AMOUNT			\$0.00		* ALL ADJUSTMENT RECEIPTS IN THE DATE RANGE						
TOTAL ADJUSTMENT MONEY ORDER			\$0.00								
TOTAL ADJUSTMENT CHARGE AMOUNT			\$0.00								
TOTAL ADJUSTMENT E.T. AMOUNT			\$0.00								
TOTAL THIS ADJUSTMENT			\$0.00								



## **List Accounting Codes**

This report is used to list all of your accounting codes. This includes all active and inactive codes. The information is taken from the ACT/INQ screen.

### **Running the Report:**

Enter 3 in the report selection field and press <Enter>. The system will generate the report. There is no additional data entry required for this report.

Following is an example of this report.

REPORT : ACCTXREF				COURT 44 ACCOUNTING CODES				PAGE :					
PROGRAM : ACCTXREF				JUVENILE									
DATE :06/30/2000													
COURTS ACCOUNT NUMBER								COURT MAINT					
CODE	EFFECT DATE	FUND	ACTIVITY ACCOUNT	TYPE	DSS	GRP 1	GRP 2	GRP 3	DATE	TIME	OPR.	OTHER	PRINTING OF ACCOUNT
-----													
E231	00/00/0000	00292	00000.00 00230.010	EXPENDITURE					10/29/1992	14:07	CURT	(11111111111111111111	
	DESCRIPTION : STATE WARD PAYMENTS												
E232	00/00/0000	00292	00000.00 00230.02	EXPENDITURE					08/10/1990	14:34	MAST		
	DESCRIPTION : A.D.C.F. PAYMENTS												
E235	00/00/0000	00292	00000.00 00230.04	EXPENDITURE					10/23/1991	10:04	4214		
	DESCRIPTION : GOVERNMENTAL BENEFITS												
SSC	00/00/0000	00292	00000.00 00230.04	EXPENDITURE NO					09/11/1992	8:39	CURT		
	DESCRIPTION : ADCF COLLECTION												
E233	00/00/0000	00292	00000.00 00230.040	EXPENDITURE					11/03/1992	9:55	CURT		
	DESCRIPTION : DIRECT PAYMENT												
RMB	00/00/0000	00292	00661.00 00677.00	EXPENDITURE					06/07/1990	16:16	4214		
	DESCRIPTION : REIMBURSEMENT/REFUND ACCOUNT												
E201	00/00/0000	00292	00662.00 00742.010	EXPENDITURE YES					10/29/1992	10:24	CURT		

## Accounts Paid Report

This report generates three different reports. Only one selection can be made at one time.

### Running the Report:

Enter 4 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Accounts Paid Report      Release : 025

MMDD CCYY

Enter the beginning date     

Enter the ending date     

Enter "X" to select report to be generated:

☐ Attorneys paid in full report (order type AFE)

☐ Account paid report for order type  (Enter ALL for all orders)

☐ Case worker report for case worker number  (Leave blank for all case workers)

☐ Enter "X" to print in case name sequence and leave blank to print in case # sequence

**NOTE: ONLY ONE REPORT OPTION PER REQUEST**

Nxt Tran   RPT Type FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System

F8=Probate F9=Name Inq.      F14=Dkt. Inq F16=Inv. Cal

MP b MW 04/033

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1. Attorneys Paid in Full Report - This report lists all AFE codes that are paid in full.
2. Accounts Paid Report for Order Type \_\_\_\_ - This report lists paid orders for either a single order type or if you enter **ALL** in the selection field the system will generate a report for all order's paid.
3. Caseworker Report - This report will list paid orders by either a particular caseworker or if you leave the field blank, the system will generate each caseworkers report.
4. Enter an "X" if you want these reports to print in Case Name Sequence. The default for this report is printing in Case Number Sequence.

Following is the output from each of these reports.

**Attorneys Paid in Full Report:** This report will print all AFE price files that have been paid in full by the party and list them on the report. Included in this report will be Event information including the date, party and event number. It will also include the date the order was paid in full.

```

J44                                AFE  ORDERS PAID IN FULL
PAGE NO
ARPDNFUL                          FROM 01/01/1999 TO 07/05/2000                      RUN DATE
07/05/20
CHILDREN CASE / EVENT INFORMATION
CASE #  SFX  NAME                  EVT  PET    EVT    EVT    EVT  ORDER  TOTAL  PAID  PAID
          PTY  NUMBER    NBR    DATE    FEQ  AMOUNT  AMOUNT  AMOUNT  DATE
00000  INVALID ATTY NBR
    971211      TEST,TEST,          M01 55555555 0017 04/13/2000          0.00   150.00   150.00 04/13/2000
***** TOTALS FOR 00000                      150.00   150.00

31164  TEST,TEST,,
98008837 2  TEST,TEST,          F03 98000023 0004 02/01/1998          0.00   300.00   300.00 08/30/1999
          F03 98000023 0020 08/30/1999          0.00   100.00   100.00 08/30/1999
***** TOTALS FOR 31164                      400.00   400.00

34306  TEST,TEST,,
    895019      TEST,TEST,          J01 08950191 0320 07/19/1999  W          20.00   90.00   90.00 08/19/1999
          J01 98000018 0302 04/08/1999  M          50.00  100.00  100.00 07/05/2000
***** TOTALS FOR 34306                      190.00   190.00

```

## Accounts Paid Report for Order Type \_\_\_\_ :

This report will list accounts that have been paid for either a specific order type or if you insert ALL into the field, the system will print all order types on the report. Below is an example of this report with the option ALL selected. Each Account will list all cases that have had orders paid in full for that account. At the end of that account's listings will be a total amount for that account.

```

J44
PAGE NO
ARPDNFUL
07/05/20
CHILDREN CASE / EVENT INFORMATION
CASE # SFX NAME
843425 1 TEST,TEST,,
99980058 TEST/COMMITMENT/

BON ORDERS PAID IN FULL
FROM 01/01/1999 TO 07/05/2000
RUN DATE

EVT PET EVT EVT EVT ORDER TOTAL PAID PAID
PTY NUMBER NBR DATE FEQ AMOUNT AMOUNT AMOUNT DATE
F01 08434251 0005 10/12/1999 0.00 1000.00 1000.00 10/12/1999
J01 99000936 0102 06/27/2000 0.00 115.00 115.00 06/27/2000
-----
***** TOTALS FOR BON 1115.00 1115.00

J44
PAGE NO
ARPDNFUL
07/05/20
CHILDREN CASE / EVENT INFORMATION
CASE # SFX NAME
895019 TEST,TEST,

COW ORDERS PAID IN FULL
FROM 01/01/1999 TO 07/05/2000
RUN DATE

EVT PET EVT EVT EVT ORDER TOTAL PAID PAID
PTY NUMBER NBR DATE FEQ AMOUNT AMOUNT AMOUNT DATE
J01 08950192 0046 05/08/1997 0.00 90.00 90.00 02/22/2000
-----
***** TOTALS FOR COW 90.00 90.00

J44
PAGE NO
ARPDNFUL
07/05/20
CHILDREN CASE / EVENT INFORMATION
CASE # SFX NAME
99980058 TEST,TEST,

CSF ORDERS PAID IN FULL
FROM 01/01/1999 TO 07/05/2000
RUN DATE

EVT PET EVT EVT EVT ORDER TOTAL PAID PAID
PTY NUMBER NBR DATE FEQ AMOUNT AMOUNT AMOUNT DATE
J01 99000936 0010 10/06/1999 0.00 100.00 100.00 02/22/2000
-----
***** TOTALS FOR CSF 100.00 100.00

```

**Case Worker Report for Case Worker \_\_\_\_\_ :**

This report will list orders not paid in full by either a particular caseworker or if you leave the field blank, the system will generate each case-workers report. At the end of that account's listings will be a total amount for that worker.

ORDERS NOT PAID IN FULL												
J44												
PAGE NO 1												
ARPDNFUL												
(NO DATE SELECTION)												
11/02/20												
CASE WORKER: 96220 JOERIN,STEPHANIE												
CHILDREN CASE / EVENT INFORMATION			ORD	EVT	PET	EVT	EVT	ORDER	TOTAL	PAID	PAID	BALANC
CASE #	SFX	NAME	TYPE	PTY	NUMBER	NBR	DATE	FEQ	AMOUNT	AMOUNT	DATE	DUE
00957014		XXXXXXXX,XXXXXX,XXXXXXXXX,	DET	F01	09570143	0047	07/18/1996		0.00	625.00	0.00	625.00
			ADM	M01	09570141	0005	01/23/1996	M	40.00	2360.00	120.00	2240.00
			JPR	M01	09570143	0046	07/11/1996		0.00	65.00	0.00	65.00
			DET	M01	09570143	0047	07/18/1996		0.00	625.00	0.00	625.00
***** TOTALS FOR 00957014									3675.00	120.00		3555.00
00967037		XXXXXXXX,XXXXXX,XXXXXXXXX,	ADM	M01	09670371	0016	05/14/1996		0.00	125.00	0.00	125.00
			CVA	M01	09670371	0016	05/14/1996		0.00	20.00	0.00	20.00
***** TOTALS FOR 00967037									145.00	0.00		145.00
00967045		XXXXXXXX,XXXXXX,XXXXXXXXX,	ADM	F01	09670451	0010	04/04/1996		0.00	62.50	0.00	62.50
			CVA	F01	09670451	0010	04/04/1996		0.00	10.00	0.00	10.00
			ADM	M01	09670451	0010	04/04/1996		0.00	62.50	0.00	62.50
			CVA	M01	09670451	0010	04/04/1996		0.00	10.00	0.00	10.00
***** TOTALS FOR 00967045									145.00	0.00		145.00
00967048		XXXXXXXX,XXXXXX,XXXXXXXXX,	ADM	F01	09670481	0008	04/04/1996		0.00	125.00	30.00	95.00
***** TOTALS FOR 96220									192539.73	8248.70		184291.00

## Cost of Care Inquiry

This report lists all financial orders for the child along with PCN's and all invoices received and paid for the child.

### Running the Report:

Enter 5 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Cost of Care Inquiry Print      Release : 025

Enter 8-Digit case number 895019  
 Enter 2-Digit suffix  
 Leave case & sfx blank for all cases

Enter case type or leave blank for all cases  
 Enter 0 for open cases C for closed cases or blank for all cases

Printed in case # sequence, enter "X" to print in case name sequence

Nxt Tran RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party  
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
 F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b MW 07/026  
 Connected to remote server/host OSM SOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter the case number that the cost of care inquiry is for or leave blank for all cases.

If you have entered a case number, enter the suffix if one exists.

Enter the case type if you would like this printed for a particular case type, leave blank for all cases.

Enter "O" to print for open cases, "C" to print for closed cases, leave blank for all cases.

Enter an "X" to print in case name sequence.

After you have entered all pertinent information, press <Enter>. The system will generate the report and return you to the report selection menu.

Following is an example of the report.

J44	CHRONOLOGICAL RECORD OF PLACEMENTS, COSTS AND PAYMENTS						RUN DATE : 07/06/2000	
COCINQPRT	OTHER COUNTY PROBATE COURT							
COCINQPRT	OTHER CTY. COMPLEX 255 CLAY ST.						CONTACT : JUVENILE ADMIN	
	OTHER MI 48446						PHONE # : 810/667/0270 PAGE	
CASE : 99980007 SFX : 0 CHILD/MINOR : TEST,TEST, STATE NO. DOB 9/13/1970 AGE 29 GENDER RACE								
EVENT	DATE	FREQ	ORDER AMOUNT	TOTAL ORDER	CRM AMOUNT	TOTAL PAID	DUE TO DATE	RESPONSIBLE PARTY
RST	9/15/1999		0.00	500.00		25.00	475.00	J01 PET # 99980701 EVT # 00
TOTALS				500.00	0.00	25.00	475.00	
						TOTAL AMOUNT DUE TO PAY OFF		475.00
IN DATE	OUT DATE	DAYS PLACED	DAYS CHARGED	RATE	COSTS	PLACEMENT/EXPLANATION	PETITION # EVENT	
1/11/2000	1/11/2000			0.00	0.00	CLOSED	99980701 15	
						ORDER TERMINATING COURT JURISD		
1/31/2000	7/06/2000	157		0.00	0.00	ALLEGAN CO YOUTH HOME WES	99980701 16	
	CURRENT RATE					PLACEMENT CHANGE NOTICE		
TOTAL		157	0		0.00			
REF.NO.	TYPE	R.DATE	AMOUNT DUE	DATE	REF.NO.	AMOUNT PAID	PARTY	
0000011515	INV	9/13/1999	100.00	10/01/1999				
0000011516	INV	9/15/1999	10.00	10/01/1999				
PROJECTED PLACEMENT COST			INVOICED COC	AMT PAID TODATE	AMT DUE TODATE			
0.00			110.00					
COURT				0.00	110.00			
PARTIES				25.00	475.00			
INVOICED COC - PAID BY PARTIES = OVER/UNDER								
110.00	25.00	85.00	UNDER PAID					
					TOTAL AMOUNT DUE TO PAY OFF		475.00	
PROJECTED PLACEMENT COST			INVOICED COC	AMT PAID TODATE	AMT DUE TODATE			
47,200.00			100.00					



## List of Orders

This report lists all financial orders and payments that have been applied .

### Running the Report:

Enter 6 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : J 44 ANGIE      Cost of Care Inquiry Print      Release : 025

Enter 8-Digit case number 895019
Enter 2-Digit suffix
Leave case & sfx blank for all cases

Enter case type or leave blank for all cases
Enter 0 for open cases C for closed cases or blank for all cases

Printed in case # sequence, enter "X" to print in case name sequence

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

MP b MW 07/026
Connected to remote server/host OSM SOUTH using port 23 \\SCAO\1N54QLS on Ne05:

```

Enter the case number that the cost of care inquiry is for or leave blank for all cases.

If you have entered a case number, enter the suffix if one exists.

Enter the case type if you would like this printed for a particular case type, leave blank for all cases.

Enter "O" to print for open cases, "C" to print for closed cases, leave blank for all cases.

Enter an "X" to print in case name sequence.

After you have entered all pertinent information, press <Enter>. The system will generate the report and return you to the report selection menu.

Following is an example of the report.

## Running the Report:

Enter 11 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE Case Review Report Release : 025

Report Begin Date: 0601 2003  
MMDD CCYY

Report End Date: 0615 2003  
MMDD CCYY

Enter Report Selection:   
(Leave blank for all)

01 = Inventories	07 = Certificate of Completion
02 = Inventory Fee Calculation	08 = Administrative Closing
03 = Inventory Fee Payment	09 = DDP 5 Year Review
04 = Accounts	10 = Compute Tax
05 = Guardian Reports	11 = Suspensions
06 = Notice of Continued Admin	12 = General Reviews
	13 = Inventories Filed in Period

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

10/028

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1. Enter the date range you want the report to run for.
2. If you only want specific information to print, enter the number of the item that you would like. If you want the entire report to print, leave the "00" in the report selection field.
3. Press <Enter>. The system will generate the report and return you to the Probate Report Selection Menu.

Following is the output from this report.

J44 CHRONOLOGICAL RECORD OF ORDERS, AND PAYMENTS RUN DATE : 06/16/2003  
 ORDPRT COUNTY CIRCUIT COURT/FAMILY DIVISION  
 ORDPRT OTHER CTY. COMPLEX 255 CLAY ST. CONTACT : JUVENILE ADMIN  
 OTHER MI 48446 PHONE # : 810/667/0270 PAGE

CASE : 97000560 SFX : 0 CHILD/MINOR : TEST,TEST,TEST,  
 STATE NO. DOB 9/13/1985 AGE 17 GENDER F RACE WA

EVENT	DATE	FREQ	ORDER AMOUNT	TOTAL ORDER	CRM AMOUNT	AMOUNT PAID	AMOUNT DUE	RESPONSIBLE PARTY
ADM	2/08/1998		0.00	50.00	0.00	10.00	40.00	M01 PET # 98000022 EVT # 00
AFE	2/08/1998		0.00	500.00	0.00	0.00	500.00	M01 PET # 98000022 EVT # 00
CVA	2/08/1998		0.00	20.00	0.00	0.00	20.00	M01 PET # 98000022 EVT # 00
AFE	7/22/1999		25.00	20.00	0.00	90.00	0.00	J01 PET # 97000005 EVT # 00
AFE	7/22/1999		20.00	960.00	0.00	100.00	860.00	J01 PET # 98000022 EVT # 00
AFE	8/30/2000		0.00	20.00	0.00	0.00	20.00	J01 PET # 97000005 EVT # 00
COW	8/30/2000		0.00	20.00	0.00	0.00	20.00	F01 PET # 97000005 EVT # 00
RST	9/07/2000		0.00	350.00	0.00	0.00	350.00	J01 PET # 97000005 EVT # 00
	TYPE	R.DATE			REF.NO.	AMOUNT	PARTY	
	PMT	7/22/1999			0000045293	100.00	J01	
	PMT	7/22/1999			0000045294	100.00	J01	
	PMT	10/14/2002			0090000896	10.00-	J01	
	PMT	10/14/2002			0090000897	10.00	M01	
	TOTAL					200.00		
GRAND TOTALS				1,920.00	0.00	200.00	1,810.00	

## Budget List

This report will list each account that was set up as a budgeted line item. Also listed will be the distribution amounts for each month.

### Running the Report:

Enter 7 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE                      Budget List                      Release : 025

Enter Run year                      CCYY  
   2002

Nxt Tran    RPT Type    FIN    Case# 00000000    Petn# 00000000    Event#    Party   

F1=Help F2=Nxt Tran F3=Exit F4=Prompt                      F6=System

F8=Probate    F9=Name Inq.                      F14=Dkt. Inq    F16=Inv. Cal

MP    b                      MW                      22/012

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Enter the run year that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

REPORT NAME : BUDGETLIST		BUDGET LIST				PAGE :			
PROGRAM NAME : BUDGETLIST		FOR 1998				RUN DATE : 7/06/20			
						RUN TIME : 9:			
BUDGET						BEG. START		END	
CODE	DESCRIPTION	FUND ACTIVITY	ACCOUNT CENTER	ACCOUNT TYPE	YEAR	MONTH NAME	MONTH NAME	BUDGET AMOUNT	
-----									
E902		- . -	-	=	1997 10	OCTOBER	12 SEPTEMBER	\$900.10	
	1997	1997	1997		1998		1998	1998	
	OCTOBER	NOVEMBER	DECEMBER		JANUARY	FEBRUARY	MARCH		
	75.00	85.00	65.00		75.00	75.00	75.00	75.00	
	1998	1998	1998		1998		1998	1998	
	APRIL	MAY	JUNE		JULY	AUGUST	SEPTEMBER		
	75.00	75.00	75.00		75.00	75.00	75.10		
BUDGET						BEG. START		END	
CODE	DESCRIPTION	FUND ACTIVITY	ACCOUNT CENTER	ACCOUNT TYPE	YEAR	MONTH NAME	MONTH NAME	BUDGET AMOUNT	
-----									
E903	BASIC GRANT TRANSPORTATION	00295-00675.00-00860.00	-	E= EXPENDITURE	1997 01	JANUARY	12 DECEMBER	\$25,000.00	
	1997	1997	1997		1997		1997	1997	
	JANUARY	FEBRUARY	MARCH		APRIL	MAY	JUNE		
	2,000.00	5,000.00	1,000.00		4,000.00	5,000.00	1,000.00		
	1997	1997	1997		1997		1997	1997	
	JULY	AUGUST	SEPTEMBER		OCTOBER	NOVEMBER	DECEMBER		
	1,000.00	2,000.00	1,000.00		1,000.00	1,000.00	1,000.00		
TOTAL BUDGET AMOUNT		25,900.10							

## Budget Year

This report will list each line item that was added to the budget along with total amounts and monthly activity for the accounts.

### Running the Report:

Enter 8 in the report selection field and press <Enter>. The system will return the following screen.

```

B
Court ID : J 44 ANGIE          Budget Year          Release : 025

Enter budget year  CCYY
                   2002

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party
F1=Help  F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq.      F14=Dkt. Inq F16=Inv. Cal

MP b MW 22/012
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:
```

Enter the run year that you want to search and then press <Enter>. The system will generate the report.

Following is the output from this report.

REPORT NAME : BUDGETYEAR				BUDGET YEAR				PAGE :			
PROGRAM NAME : BUDGETYEAR				FOR 2000				RUN DATE : 7/07/20			
								RUN TIME : 10:20			
BUDGET											
CODE	DESCRIPTION		FUND ACTIVITY	ACCOUNT	ACCOUNT TYPE	YEAR	BEG. START MONTH NAME	END MONTH NAME		BUDGET	AMOUNT
-----											
RST	RESTITUTION		00701-00000.00-00271.001-		R= REVENUE	1999 10		12		\$12,000.00	
			BUDGET				BUDGET				
MM YYYY	BUDGET	COURT \$ IN	OVER/UNDER	BUDGET	STATE \$ IN	OVER/UNDER					
10 1999											
11 1999											
12 1999											
01 2000	12000.00	150.00	11850.00								
02 2000	11850.00	611.00	11239.00								
03 2000	11239.00	141.93-	11380.93								
04 2000	11380.93	100.00	11280.93								
05 2000	11280.93	17.00	11263.93								
06 2000	11263.93	184.00	11079.93								
07 2000	11079.93	540.00	10539.93								
08 2000											
09 2000	10539.93			12000.00							
ADJ											
G-TOT	12000.00	1460.07	10539.93	12000.00		12000.00					

## Price List

This report lists all of your price codes. These are the codes that are used to add financial orders and to process receipts from the ARP screen. The list will give the price code and then will show how this code is split and what accounts it is split into. It will also give you information on effective dates, if the code is active, who created the code and when it was created.

### Running the Report:

Enter 9 in the report selection field and press <Enter>. The system will generate the report. There is no additional data entry screen that needs to be filled out.

Following is an example of the report.



REPORT : CASHPRICE			COURT 44 PRICE CODES					PAGE :	
PROGRAM : CASHPRICE			JUVENILE						
DATE : 7/07/2000									
PRICE CODE: ADC - AID TO DEPENDENT CHILDREN			EF. DATE: 0/00/0000		AMOUNT:	100.00	DATE: 5/18/2000	TIME: 13:46	OPR: SC
			GROUP 1:		GROUP 2:	GROUP 3:			
CODE	DESCRIPTION	FUND	ACTIVITY	ACCOUNT	TYPE	PAY TO WHO	AMOUNT	TYPE	EF. DATE
ADC	ADCF	00292	00000.00	00230.111	REVENUE	PAY STATE	75.00	PERCENT	0/00/000
COL	COLLECTION FEES	00292	00661.00	00607.050	REVENUE	PAY COURT	25.00	PERCENT	0/00/000
PRICE CODE: ADM - ADMINISTRATIVE FEES			EF. DATE: 0/00/0000		AMOUNT:	100.00	DATE: 5/18/2000	TIME: 13:45	OPR: SC
			GROUP 1:		GROUP 2:	GROUP 3:			
CODE	DESCRIPTION	FUND	ACTIVITY	ACCOUNT	TYPE	PAY TO WHO	AMOUNT	TYPE	EF. DATE
ADM	ADMINISTRATIVE FEES	00101	00148.00	00621.111	REVENUE	PAY COURT	100.00	PERCENT	0/00/000
PRICE CODE: AFE - ATTORNEY FEES			EF. DATE: 0/00/0000		AMOUNT:	100.00	DATE: 7/07/1989	TIME: 15:25	OPR: MA
			GROUP 1:		GROUP 2:	GROUP 3:			
CODE	DESCRIPTION	FUND	ACTIVITY	ACCOUNT	TYPE	PAY TO WHO	AMOUNT	TYPE	EF. DATE
ATT	REIMBURSEMENT ATTORNEY FEES	00101	00148.00	00614.000	REVENUE	PAY COURT	100.00	PERCENT	0/00/000
PRICE CODE: ALC - ALCOHOL CLASSES			EF. DATE: 0/00/0000		AMOUNT:	100.00	DATE: 7/11/1989	TIME: 11:33	OPR: MA
			GROUP 1:		GROUP 2:	GROUP 3:			
CODE	DESCRIPTION	FUND	ACTIVITY	ACCOUNT	TYPE	PAY TO WHO	AMOUNT	TYPE	EF. DATE
COW	COUNTY WARD	00292	00661.00	00627.010	REVENUE	PAY COURT	75.00	PERCENT	0/00/000
COL	COLLECTION FEES	00292	00661.00	00607.050	REVENUE	PAY COURT	25.00	PERCENT	0/00/000
PRICE CODE: BND - BOND FEE			EF. DATE: 0/00/0000		AMOUNT:	100.00	DATE: 7/07/1989	TIME: 15:26	OPR: MA
			GROUP 1:		GROUP 2:	GROUP 3:			
CODE	DESCRIPTION	FUND	ACTIVITY	ACCOUNT	TYPE	PAY TO WHO	AMOUNT	TYPE	EF. DATE
BND	BOND FEE	00101	00148.00	00603.00	REVENUE	PAY COURT	100.00	PERCENT	0/00/000

## DSS 207 Reports

This process generates three reports:

1. DSS207 - Monthly Report on Foster Care
2. DSS2396 - In-Home Care Addendum for DSS207
3. Basic Grant Report

These reports depend on other areas of the system to run. You must have set up your 207 with the appropriate accounts, the accounts on the ACT screen must be flagged for DSS 207 reporting and your vouchers need to be paid through the APP screen.

### Running the Report:

Enter 11 in the report selection field and press <Enter>. The system will return the following screen.

The screenshot shows a terminal window titled "DSS207 Reports". At the top, it displays "Court ID : J 44 ANGIE" and "Release : 025". Below this, there are four input fields for dates, each with a label and a date in MMDD CCYY format. To the right of these fields is a block of text asking the user to check if they want to bypass editing for dates. Below the date fields, there is a prompt to enter an "X" to produce a complete DDS207 report, followed by a list of three report types, each with an "X" in the selection box. At the bottom, there is a row of fields for "Nxt Tran", "RPT Type", "FIN", "Case#", "Petrn#", "Event#", and "Party", followed by a row of function keys (F1-F16) and their corresponding actions. The bottom status bar shows the date "09/037" and a connection message.

```

Court ID : J 44 ANGIE          DSS207 Reports          Release : 025

Enter budget year beginning date: MMDD CCYY          :
                                1001 2002             :
Enter budget year ending date:    930 2003           :
                                930 2003             :
Enter report period start date:   601 2003           :
                                601 2003             :
Enter report period end date:     630 2003           :
                                630 2003             :
Enter "X" to produce: A complete DDS207 report, select all 3 reports

X Monthly report on foster care (DSS207 Report)
X IN-HOME Care addendum for DSS207 (DSS2396 report)
X Basic Grant Report

Nxt Tran  RPT Type FIN Case# 000000000 Petrn# 000000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

09/037
Connected to remote server/host OSMSOUTH using port 23
  
```

Following is an explanation of the fields for this screen and instructions in filling them in.

### ~Enter budget year beginning date~

The budget year always begins October 1st. Enter the date your current budget started.

### ~Enter budget year ending date~

The budget year always ends on September 30th. Enter the date your current budget ends.

**~Enter report period start date~**

Enter the date that you are running the DSS207 reports for. This date is usually the 1st day of the month.

**~Enter the report period ending date~**

Enter the date that you are running the DSS207 through. This date is usually the last date of the month.

**~Check here if you want to bypass the Editing for dates~**

Place an "X" in this space only if you are running this report for a period other than the 1st date of the month through the last date of that same month. The program edits dates to make sure you have the appropriate dates in the fields. If you do NOT want the program to edit your dates, place an "X" in this field.

**~Monthly Report on Foster Care (DSS207 Report)~**

The system default has placed an "X" in this field for you. If you do not want to run this specific report you must take the "X" out of this field.

**~In Home care addendum for DSS207 (DSS2396 report)~**

The system default has placed an "X" in this field for you. If you do not want to run this specific report you must take the "X" out of this field.

**~Basic Grant Report~**

The system default has placed an "X" in this field for you. If you do not want to run this specific report you must take the "X" out of this field.

Following are examples of these reports.

**DSS 207 - Monthly Report on Foster Care** - This report prints information about foster care/placements. You will also get an audit of cases that appeared on this report.

DSS-207 (REV.1-83)	MONTHLY REPORT ON FOSTER CARE UNDER THE JUVENILE DIVISION OF THE PROBATE COURT MICHIGAN DEPARTMENT OF SOCIAL SERVICES			COUNTY: OTHER REPORTING PERIOD: JULY 2000 PAGE: 1		
SECTION A: CHILDREN PROVIDED CARE, TOTAL DAYS CARE PROVIDED UNDER THE JURISDICTION OF THE JUVENILE DIVISION OF THE PROBATE COURT, AND EXPENDITURES BY ORDER OF THE JUDGE OF PROBATE FROM THE CHILD CARE FUND.						
LINE (1)	TYPE OF CARE (2)	NUMBER OF CHILDREN (3)	DAYS CARE PROVIDED (4)	GROSS EXPENDITURES (5)	ADJUSTMENTS *1 (6)	ADJUSTED REIMBURSABLE EXPENDITURES (7)
1.	I. FAMILY FOSTER CARE					
2.	A. COURT SUPERVISED					
3.	1. FAMILY FOSTER CARE PAYMENTS	0	0	\$ .00	\$ .00	\$ .00
4.	2. OTHER (NON-SCHEDULED) PAYMENTS	XXX	XXXXXXX	.00	.00	.00
5.	B. PRIVATE AGENCY					
6.	1. FAMILY FOSTER CARE PAYMENTS	0	0	.00	.00	.00
7.	2. OTHER (NON-SCHEDULED) PAYMENTS	XXX	XXXXXXX	.00	.00	.00
8.	TOTAL FAMILY FOSTER CARE (SUM OF LINES 3 & 6 FOR COL. 3 & 4 AND SUM OF LINES 3, 4, 6 AND 7 FOR COL. 5, 6 & 7)					
		0	0	\$ .00	\$ .00	\$ .00
9.	II. INSTITUTIONAL CARE					
10.	A. COURT OPERATED					
11.	1. DETENTION	0	0	.00	.00	.00
12.	2. GROUP CARE FACILITY	0	0	.00	.00	.00
13.	3. SHELTER CARE FACILITY	0	0	.00	.00	.00
14.	4. OTHER:	0	0	.00	.00	.00
15.	B. ANOTHER COUNTY'S INSTITUTION (COURT OR DSS)					
16.	1. INSTITUTIONAL CARE PAYMENTS	0	0	.00	.00	.00
17.	2. OTHER (NON-SCHEDULED) PAYMENTS	XXX	XXXXXXX	.00	.00	.00
18.	C. PRIVATE INSTITUTION					
19.	1. INSTITUTIONAL CARE PAYMENTS	0	0	.00	.00	.00
20.	2. OTHER (NON-SCHEDULED) PAYMENTS	XXX	XXXXXXX	.00	.00	.00
21.	TOTAL INSTITUTIONAL CARE (SUM OF LINES 11-14, 16 AND 19 FOR COL. 3 & 4 AND SUM OF LINES 11-14, 16, 17, 19 AND 20 FOR COL. 5, 6 & 7)					
		0	0	\$ .00	\$ .00	\$ .00
22.	III. TOTAL IN-HOME CARE (TOTAL FROM IHC ADDENDUM DSS-2396)					
		0	XXXXXXX	.00	.00	.00
*1/ INCLUDES NON-REIMBURSABLE PAYMENTS AND DEBIT OR CREDIT CORRECTION TRANSFERS (JOURNAL ENTRY CORRECTIONS)						
*2/ 25% MAY BE DEFERRED TO OFFSET COSTS OF COLLECTION AND DEPOSITED IN THE GENERAL FUND.						

**DSS 207 - Monthly Report on Foster Care** - This report prints information about foster care/placements. You will also get an audit of cases that appeared on this report.

DSS-2396 (2-81)		IN-HOME-CARE ADDENDUM		PAGE: 1	
		FOR DSS-206B & DSS-207			
EXPENDITURES MADE UNDER THE IN-HOME CARE PROGRAM AS AUTHORIZED BY SECTION 117E OF ACT 87, P.A. 1978					
COUNTY: OTHER		PERIOD: JULY		1999	
LINE	SERVICE COMPONENT (SPECIFY/IDENTIFY COMPONENT)	TOTAL AUTHORIZED IHC AMOUNT	CURRENT MONTH EXPENDITURES	EXPENDITURES FISCAL YEAR TO DATE	BALANCE (COL.3 - COL.5)
(1)	(2)	(3)	(4)	(5)	(6)
1	GRAND TOTAL	.00	.00	.00	.00
<p>REPLACES LINES 22-26 ON THE DSS-207 AND LINES 21-25 ON THE DSS-206B.</p> <p>CERTIFICATION: I CERTIFY THAT (TO THE BEST OF MY KNOWLEDGE AND BELIEF) THE DATA CONTAINED IN THESE REPORTS ARE CORRECT AND IN ACCORD WITH THE INSTRUCTIONS AND DEFINITIONS ESTABLISHED BY THE DEPARTMENT OF SOCIAL SVS. FOR THIS REPORT; THAT THIS IS A CORRECT STATEMENT OF EXPENDITURES AND THAT THE NET REIMBURSABLE EXPENDITURES REPRESENT NO COSTS FOR CAPITAL OUTLAY. APPROPRIATE DOCUMENTATION IS AVAILABLE AND WILL BE MAINTAINED TO SUPPORT COSTS REPORTED.</p>					
JUDGE OF PROBATE OR COUNTY DIRECTOR			DATE		

**Basic Grant Report** - This report prints information about the Basic Grant. You will also get an audit of cases that appeared on this report.

SECTION B: EXPENDITURES MADE UNDER THE BASIC GRANT PROGRAM AS AUTHORIZED BY SECTION 117E OF ACT 87, P.A. 1978 PAGE: 1  
 PARTICIPATING COUNTY(S) - IF REPORT IS FOR JOINT BASIC GRANT LIST ALL PARTICIPATING COUNTIES  
 COUNTY: OTHER PERIOD: JULY 1999

LINE (1)	SERVICE COMPONENT (SPECIFY/IDENTIFY COMPONENT) (2)	TOTAL GRANT AMOUNT (3)	CURRENT MONTH EXPENDITURES (4)	EXPENDITURES FISCAL YEAR TO DATE (5)	BALANCE (COL.3 - COL.5) (6)
1	BASIC GRANT TRANSPORTATION	.00	500.00	500.00	500.00-
2	GRAND TOTAL	.00	500.00	500.00	500.00-

SECTION C:

CERTIFICATION: I CERTIFY THAT (TO THE BEST OF MY KNOWLEDGE AND BELIEF) THE DATA CONTAINED IN THESE REPORTS ARE CORRECT AND IN ACCORD WITH THE INSTRUCTIONS AND DEFINITIONS ESTABLISHED BY THE DEPARTMENT OF SOCIAL SVS. FOR THIS REPORT; THAT THIS IS A CORRECT STATEMENT OF EXPENDITURES AND THAT THE NET REIMBURSABLE EXPENDITURES REPRESENT NO COSTS FOR CAPITAL OUTLAY. APPROPRIATE DOCUMENTATION IS AVAILABLE AND WILL BE MAINTAINED TO SUPPORT COSTS REPORTED.

\_\_\_\_\_  
 JUDGE OF PROBATE OR COUNTY DIRECTOR

\_\_\_\_\_  
 DATE

## Income Status Report

This report lists all payments received by the court and gives an account breakdown for each payment with grand totals.

### Running the Report:

Enter 12 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Income Status Report      Release : 025

Enter the beginning date      MMDD CCYY  
0101 2003

Enter the ending date      MMDD CCYY  
0531 2003

Enter the Price code.        
Blank for all price codes

Nxt Tran   RPT Type FIN   Case# 00000000   Petn# 00000000   Event#   Party  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System  
F8=Probate   F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

MB   b   MW   10/040  
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:

Enter the date range that you want to search and the price code you are looking for. Leave the price code blank if you would like all price codes. Press <Enter> after all data entry has been made. The system will generate the report.

Following is the output from this report.

**Income Status Report:**

PROGRAM : INCOMERPT				JUVENILE			
DATE :	7/10/2000	FROM	7/01/2000	TO	7/11/2000	FOR	ALL CODE(S)
ADC	0/00/0000	AID TO DEPENDENT CHILDREN	100.00	PERCENT		TOTAL COLLECTED	\$ .00
						TOTAL WITH ADJUSTMENTS	\$ .00
						TOTAL ADJUSTMENTS	\$ .00
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$ .00
ADC	0/00/0000	00292-00000.00-00230.111	ADCF	SPLIT	75.00	STATE DETAIL TOTAL	\$ .00
						TOTAL WITH ADJUSTMENTS	\$ .00
						TOTAL ADJUSTMENTS	\$ .00
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$ .00
COL	0/00/0000	00292-00661.00-00607.050	COLLECTION FEES	SPLIT	25.00	COUNTY DETAIL TOTAL	\$ .00
						TOTAL WITH ADJUSTMENTS	\$ .00
						TOTAL ADJUSTMENTS	\$ .00
		ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00			TOTAL CREDIT AMOUNT APPLIED	
		\$ .00					

**Grand Total Page:**

REPORT : INCOMERPT		COURT 44 INCOME REPORT			
PAGE :					
PROGRAM : INCOMERPT		JUVENILE			
DATE : 7/10/2000	FROM 7/01/2000	TO 7/11/2000	FOR ALL CODE(S)		
			GRAND TOTAL	\$680.00	
			GRAND ADJUSTMENT TOTAL	\$.00	
			GRAND TOTAL OUTSIDE RANGE ADJ	\$.00	
			GRAND TOTAL WITH ADJUSTMENTS	\$680.00	
			GRAND TOTAL CRM	\$.00	
ADJUSTMENTS OUTSIDE DATE-RANGE		\$.00			
			TOTAL CREDIT AMOUNT APPLIED	\$.00	



## Price Group Report

This report prints all payments received by the court and breaks them down by account. If you enter in a price group code, the system will print only codes that belong to the price group.

### Running the Report:

Enter 13 in the report selection field and press <Enter>. The system will return the following screen.

The screenshot shows a terminal window titled "Price Group Report". At the top, it displays "Court ID : J 44 ANGIE" and "Release : 025". The main area contains several prompts for user input:

- "Enter the beginning date" with a date field showing "0101 2003" (MMDD CCYY format).
- "Enter the ending date" with a date field showing "0531 2003" (MMDD CCYY format).
- "Enter the Price Group 1" with a field showing "A".
- "Enter the Price Group 2" with a field showing "B".
- "Enter the Price Group 3" with a field showing "C".

Below these prompts, it says "All blank for all price Groups". At the bottom, there is a status bar with the following information:

- "Nxt Tran RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party"
- "F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System"
- "F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal"
- Bottom left: "b MW"
- Bottom right: "14/041"
- Footer: "Connected to remote server/host OSMSOUTH using port 23" and "\\SCAO\1N54QLS on Ne05:"

Enter the date range that you want to search and up to three price group codes, then press <Enter>. The system will generate the report.

Following is the output from this report.

REPORT : PRICE GROUP	COURT 44 PRICE GROUP REPORT				PAGE :
PROGRAM : PRICE GROUP REPORT	JUVENILE				
DATE : 7/10/2000	FROM 1/01/1998	TO 7/11/2000	FOR 123	CODE(S)	
ADM 0/00/0000 ADMINISTRATIVE FEES	100.00	PERCENT		TOTAL COLLECTED	\$3,533.97
				TOTAL WITH ADJUSTMENTS	\$4,103.97
				TOTAL ADJUSTMENTS	\$570.00
				ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
				TOTAL CREDIT AMOUNT APPLIED	\$135.00
ADM 0/00/0000 00101-00148.00-00621.111 ADMINISTRATIVE FEES	SPLIT	100.00	COUNTY	DETAIL TOTAL	\$3,533.97
				TOTAL WITH ADJUSTMENTS	\$4,103.97
				TOTAL ADJUSTMENTS	\$570.00
				ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
				TOTAL CREDIT AMOUNT APPLIED	\$135.00
AFE 0/00/0000 ATTORNEY FEES	100.00	PERCENT		TOTAL COLLECTED	\$1,305.00
				TOTAL WITH ADJUSTMENTS	\$1,265.00
				TOTAL ADJUSTMENTS	\$40.00-
				ADJUSTMENTS OUTSIDE DATE-RANGE	\$50.00
				TOTAL CREDIT AMOUNT APPLIED	\$225.00
ATT 0/00/0000 00101-00148.00-00614.000 REIMBURSEMENT ATTORNEY FE	SPLIT	100.00	COUNTY	DETAIL TOTAL	\$1,305.00
				TOTAL WITH ADJUSTMENTS	\$1,265.00
				TOTAL ADJUSTMENTS	\$40.00-
				ADJUSTMENTS OUTSIDE DATE-RANGE	\$50.00
				TOTAL CREDIT AMOUNT APPLIED	\$225.00
JEFR 0/00/0000 NO PRICE RECORD IN TABLE	.00			TOTAL COLLECTED	.00
				TOTAL WITH ADJUSTMENTS	\$ .00
				TOTAL ADJUSTMENTS	\$ .00
				ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
				TOTAL CREDIT AMOUNT APPLIED	\$ .00
JEFR 0/00/0000 NO ACCT RECORD IN TABLE	SPLIT	.00	COUNTY	DETAIL TOTAL	\$ .00
				TOTAL WITH ADJUSTMENTS	\$ .00
				TOTAL ADJUSTMENTS	\$ .00
				ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
				TOTAL CREDIT AMOUNT APPLIED	\$ .00

## A/R and A/P by Case

This report prints both accounts receivable and accounts payable information for the time period selected. Also printed is the difference between the two.

### Running the Report:

Enter 14 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      A/R A/P by Case      Release : 025

Enter the beginning date      MMDD CCYY  
0101 2003

Enter the ending date      MMDD CCYY  
0531 2003

Enter "X" to print in case name sequence  
Blank to print in case number sequence

Nxt Tran   RPT Type   FIN   Case#   00000000   Petrn#   00000000   Event#   Party  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System  
F8=Probate F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

MP b MW 15/052  
Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:

Enter the date range that you want to search and an "X" if you the report to print in case name sequence and then press <Enter>. The system will generate the report.

Following is the output from this report.

J44	RECEIVABLES AND EXPENDITURES BY CASE						PAGE NO
COMPARCOC	FROM 07/01/2000 TO 07/11/2000						RUN DATE
07/10/20	CASE NUMBER	SFX	CASE NAME	AMOUNT RECEIVED	AMOUNT PAID	AMOUNT DIFF.	
	00000058	00	NO CASE NAME	100.00	0.00	100.00	
	00008351	00	NO CASE NAME	0.00	0.00	0.00	
	00895019	00	NO CASE NAME	580.00	0.00	580.00	
	00915456	00	NO CASE NAME	0.00	1150.00	1150.00-	

NOTE: If the name appears as "No Case Name", there is no Accounts Receivable information for this case. You have vouchered but not collected any money.

## Transactions by Account

This report prints all accounts receivable transactions by account for a given time period. You can also run this report for all accounts.

### Running the Report:

Enter 15 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Transaction by Account      Release : 025

Enter the beginning date      MMDD CCYY  
    0101 2003

Enter the ending date      MMDD CCYY  
    0531 2003

Enter the account no.        
 Blank for all accounts

Nxt Tran   RPT   Type   FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help   F2=Nxt Tran   F3=Exit   F4=Prompt                      F6=System

F8=Probate   F9=Name Inq.                      F14=Dkt. Inq   F16=Inv. Cal

10/037

Connected to remote server/host OSMSOUTH using port 23

Enter the date range that you want to search and the account code. Press <Enter> after all data entry has been completed. The system will generate the report.

Following is the output from this report.

J44	A/R TRANSACTION LIST BY ACCOUNT										PAGE NO
ARPACCTRPT	FROM 07/01/2000 TO 07/11/2000										RUN DATE 07/10/20
										0.00	
TOTAL AMOUNT OF ACCOUNT WITH ALL ADJUSTMENTS.										0.00	
TOTAL AMOUNT OF CREDIT										0.00	
*****											
ACCOUNT ATT	REIMBURSEMENT ATTORNEY FEES										
CASE NBR SFX	CASE NAME	RECEIPT DATE	RECEIPT NO.	ADJ	RECEIVED	OUT	SIDE	ADJ	CRM RECEIVED	TOT RECEIVED	
895019	TEST,TEST,TEST	07/05/2000	45406		0.00		0.00		0.00	40.00	
TOTAL AMOUNT RECEIVED - NO ADJUSTMENTS -										40.00	
TOTAL AMOUNT OF ADJUSTMENTS										0.00	
TOTAL AMOUNT ADJUSTMENT OUTSIDE DATE										0.00	
TOTAL AMOUNT OF ACCOUNT WITH ALL ADJUSTMENTS.										40.00	
TOTAL AMOUNT OF CREDIT										0.00	
*****											
ACCOUNT COL	COLLECTION FEES										
CASE NBR SFX	CASE NAME	RECEIPT DATE	RECEIPT NO.	ADJ	RECEIVED	OUT	SIDE	ADJ	CRM RECEIVED	TOT RECEIVED	
5218	EST,TEST,TEST	07/07/2000	45408		0.00		0.00		0.00	25.00	
TOTAL AMOUNT RECEIVED - NO ADJUSTMENTS -										25.00	
TOTAL AMOUNT OF ADJUSTMENTS										0.00	
TOTAL AMOUNT ADJUSTMENT OUTSIDE DATE										0.00	
TOTAL AMOUNT OF ACCOUNT WITH ALL ADJUSTMENTS.										25.00	
TOTAL AMOUNT OF CREDIT										0.00	
*****											
*											
*	GRAND TOTAL RECEIVED FOR ALL ACCOUNTS						680.00				
*											
*	GRAND TOTAL ADJUSTMENT FOR ALL ACCOUNTS						0.00				
*	GRAND TOT. ADJ OUTSIDE FOR ALL ACCOUNTS						0.00				
*	GRAND TOTAL AMOUNT OF ALL ACCOUNT WITH ALL ADJUSTMENTS.						680.00				
*	GRAND TOTAL OF CREDITS FOR ALL ACCOUNTS						0.00				
*											
*											

## Transactions By Case

This report lists all accounts receivable transactions for a particular case or all cases. You must specify a date range.

### Running the Report:

Enter 16 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Transaction by Case      Release : 025

Enter the beginning date      MMDD CCYY  
0101 2003

Enter the ending date      MMDD CCYY  
0531 2003

Enter 8-Digit case number      00000000  
Enter 2-Digit suffix  
Leave both blank for all cases

Enter "X" to print in case name sequence      ☐  
Blank to print in case number sequence      ☐

Nxt Tran    RPT Type FIN    Case# 00000000    Petn# 00000000    Event#    Party   

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System  
F8=Probate F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

11/037

Connected to remote server/host OSMSOUTH using port 23      \\SCAO\IN54QLS on Ne05:

Enter the date range and the case/suffix number if you are selecting only one case. Otherwise leave the case/suffix fields blank. Enter an "X" if you want to print in case name sequence then press <Enter>. The system will generate the report.

Following is the output from this report.

J44	A/R TRANSACTION LIST BY CASE				PAGE NO
ARPCSERPT	FROM 07/01/2000 TO 07/11/2000				RUN DATE
07/10/20					
*****					
CASE NUMBER/SUFFIX/NAME	58	TEST,TEST,TEST			
ACCOUNT CODE / DESCRIPTION			RECEIPT DATE	RECEIPT NUMBER	AMOUNT RECEIVED
COL COLLECTION FEES			07/07/2000	45408	25.00
					-----
					25.00
COW COUNTY WARD			07/07/2000	45408	75.00
					-----
					75.00
					-----
TOTAL AMOUNT RECEIVED FOR CASE	58				100.00
TOTAL AMOUNT ADJUSTMENT FOR CASE	58				0.00
*****					
CASE NUMBER/SUFFIX/NAME	8351	TEST,TEST,TEST			
ACCOUNT CODE / DESCRIPTION			RECEIPT DATE	RECEIPT NUMBER	AMOUNT RECEIVED
SEV REFUNDS,CERTIFIED MAIL SERVICE			07/10/2000	90000656	50.00-
			07/10/2000	90000657	50.00
			07/10/2000	90000658	100.00-
			07/10/2000	90000659	100.00
			07/10/2000	90000660	25.00-
			07/10/2000	90000661	25.00
					-----
					0.00
					-----
TOTAL AMOUNT RECEIVED FOR CASE	8351				0.00
TOTAL AMOUNT ADJUSTMENT FOR CASE	8351				0.00
*****					
GRAND TOTAL RECEIVED FOR ALL CASES			680.00		
GRAND TOTAL ADJUSTMENT FOR ALL CASES			0.00		
*****					



## **A/R Ageing Report**

This process creates six reports. These reports are used to collect information for SCAO reports. Following are explanations of the six reports generated.

1. Orders paid that are current or less than 2 years old.
2. Orders paid over 2 years but less than 7 years old.
3. Orders that have not been paid and are less than 2 years old.
4. Orders that have not been paid and are between 2 and 7 years old.
5. Orders that have not been paid and are over 7 years old.
6. Final totals for all reports. Grand totals are totals of orders that are owed to the court.

### **Running the Report:**

Enter 17 in the report selection field and press <Enter>. The system will generate the report. There is no additional data entry required. Following is an example of the report.

REPORT : A/R AGE	COURT 44	AGEING REPORT ORDERS PD.	CURRENT UNDER 2 YEARS	PAGE # :
PROGRAM : ARAGEING				RUN DATE :
/10/20				
XX				
9980029	J01 TEST,TEST,TEST			
UUFFIX/NAME	EVT# ORD	BALANCE FQ DOC.DATE	ORD. AMT. TOT.ORD	BEG.DATE END DA
-----				
JAMIE SMITH	6 AFE ATTORNEY FEES	\$50.00 06/22/1999	\$100.00	06/22/1999
-----				
ACCOUNT BALANCE		\$50.00		
XX				
9980058	1 F01 TEST/COMMIT/FATHER			
UUFFIX/NAME	EVT# ORD	BALANCE FQ DOC.DATE	ORD. AMT. TOT.ORD	BEG.DATE END DA
-----				
COMMITMENT TEST	26 ADM ADMINISTRATIVE FEES	\$200.00 11/16/1999	\$200.00	11/16/1999 10/06/19
REPORT : A/R AGE	COURT 44	AGEING REPORT ORDERS PD.	CURRENT UNDER 2 YEARS	PAGE # :
PROGRAM : ARAGEING				RUN DATE :
/10/20				
XX				
9980058	1 F01 TEST/COMMIT/FATHER			
UUFFIX/NAME	EVT# ORD	BALANCE FQ DOC.DATE	ORD. AMT. TOT.ORD	BEG.DATE END DA
-----				
37	ADM ADMINISTRATIVE FEES	\$500.00 01/18/2000	\$500.00	01/18/2000 10/06/19
39	ADM ADMINISTRATIVE FEES	\$50.00 01/18/2000	\$50.00	01/18/2000 10/06/19
35	AFE ATTORNEY FEES	\$250.00 01/18/2000	\$250.00	01/18/2000 10/06/19
69	COW CHILD CARE COST/COUNTY WARD	\$340.00 M 04/05/2000 \$50.00	\$340.00	01/01/2000
7	DET DETENTION COLLECTIONS	\$1,040.00 10/06/1999	\$1,000.00	10/06/1999 10/06/19
9	DET DETENTION COLLECTIONS	\$500.00 10/06/1999	\$500.00	10/06/1999 10/06/19
16	DET DETENTION COLLECTIONS	\$41.00 W 01/01/1999 \$1.00	\$5,000.00	01/01/1999 10/06/19
70	DET DETENTION COLLECTIONS	\$8.50 04/06/2000	\$8.50	04/06/2000
73	DET DETENTION COLLECTIONS	\$375.00 W 04/07/2000 \$25.00	\$500.00	04/07/2000
92	DET DETENTION COLLECTIONS	\$30.00 M 05/18/2000 \$10.00		05/18/2000
-----				
ACCOUNT BALANCE		\$8,418.50		

[illegible]

**A/R Orders Paid Over 2 years and under 7 years -** There are two sections to this report. The first is a list of all cases that orders have been paid within this time period. The second part of the report is the totals. Totals are listed by price code.

[illegible]

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[illegible]

[illegible]

**No Orders Paid Under 2 Years** - This report lists orders that have not been paid and are under two years old. The report is split into two sections. The first section is cases that fall within this time frame. The second is the totals.

REPORT : A/R AGE		COURT 44	AGEING REPORT NO ORDERS PD. UNDER 2 YEARS				PAGE # :
PROGRAM : ARAGEING			RUN DATE : 7/10/20				
XX							
115	J01	TEST, TEST, TEST					
SUFFIX/NAME	EVT#	ORD	BALANCE	FQ	DOC.DATE	ORD. AMT.	TOT.ORD
-----							
TEST, TEST, TEST	4	ADM ADMINISTRATIVE FEES	\$50.00		07/10/2000		\$50.00
	4	ALC ALCOHOL CLASSES	\$50.00		07/10/2000		\$50.00
	4	CVA CRIME VICTIM'S ASSESSMENT	\$20.00		07/10/2000		\$20.00
-----							
ACCOUNT BALANCE			\$120.00				
XX							
115	1 F01	TEST, TEST, TEST					
SUFFIX/NAME	EVT#	ORD	BALANCE	FQ	DOC.DATE	ORD. AMT.	TOT.ORD
-----							
TEST, TEST, TEST	4	ADM ADMINISTRATIVE FEES	\$50.00		07/10/2000		\$50.00
-----							
ACCOUNT BALANCE			\$50.00				
XX							
115	2 M01	TEST, TEST, TEST					
SUFFIX/NAME	EVT#	ORD	BALANCE	FQ	DOC.DATE	ORD. AMT.	TOT.ORD
-----							
TEST, TEST, TEST	4	ADM ADMINISTRATIVE FEES	\$50.00		00/00/0000		\$50.00
-----							
ACCOUNT BALANCE			\$50.00				
XX							
12393	J01	TEST, TEST, TEST					
SUFFIX/NAME	EVT#	ORD	BALANCE	FQ	DOC.DATE	ORD. AMT.	TOT.ORD
-----							
TEST, TEST, TEST	7	AFF ATTORNEY FEES	\$100.00		07/13/1998		\$100.00
-----							
ACCOUNT BALANCE			\$100.00				
XX							
SUFFIX/NAME							
		EVT#	ORD	BALANCE	FQ	DOC.DATE	ORD. AMT.
-----							
1	TEST, TEST, TEST	12	ADM ADMINISTRATIVE FEES	\$500.00	M	07/12/1999	\$100.00
		16	ADM ADMINISTRATIVE FEES	\$100.00	M	07/12/1999	\$50.00
				\$500.00		08/01/1999	12/01/99
				\$100.00		08/01/1999	



[illegible]

**No Orders Paid Over 2 Years and Under 7 Years** - This report lists all cases that have not been paid but are over 2 years and under 7 years old. The report is split into two main sections. The first section is the cases that are within this time frame. The second section is the totals.

REPORT : A/R AGE	COURT 44	AGEING REPORT NO ORDERS PD. OVER 2 YEARS LESS 7 YEARS	PAGE # :
PROGRAM : ARAGEING			RUN DATE : 7/10/20
XX			
16294	J01	TEST,TEST,TEST	
SUFFIX/NAME	EVT#	ORD	
		BALANCE FQ DOC.DATE	ORD. AMT. TOT.ORD BEG.DATE END DA
-----			
TEST,TEST,TEST	4 TRF TRAFFIC	\$55.00 02/15/1994	\$55.00 02/15/1994 02/15/19
-----			
		ACCOUNT BALANCE	\$55.00
XX			
22094	J01	TEST,TEST,TEST	
SUFFIX/NAME	EVT#	ORD	
		BALANCE FQ DOC.DATE	ORD. AMT. TOT.ORD BEG.DATE END DA
-----			
TEST,TEST,TEST	13 JPR JUVENILE ROPE COURSE	\$65.00 04/24/1995	\$65.00 05/06/1995 05/06/19
-----			
		ACCOUNT BALANCE	\$65.00
XX			
27594	J01	TEST,TEST,TEST	
SUFFIX/NAME	EVT#	ORD	
		BALANCE FQ DOC.DATE	ORD. AMT. TOT.ORD BEG.DATE END DA
-----			
JTEST,TEST,TEST	8 TRF TRAFFIC	\$40.00 09/20/1994	\$40.00 09/20/1994 09/20/19
	19 TRF TRAFFIC	\$100.00 08/23/1995	\$100.00 08/23/1995 08/23/19
-----			
		ACCOUNT BALANCE	\$140.00
XX			
27894	J01	TEST,TEST,TEST	
SUFFIX/NAME	EVT#	ORD	
		BALANCE FQ DOC.DATE	ORD. AMT. TOT.ORD BEG.DATE END DA
-----			
TEST,TEST,TEST	5 TRF TRAFFIC	\$100.00 07/19/1994	\$100.00 07/19/1994 07/19/19
-----			
		ACCOUNT BALANCE	\$100.00

---

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**No Orders Paid Over 7 Years** - This report lists all cases that have had no payment in over seven years. The report has two main sections. The first section is cases that fall within this time frame. The second section is totals.

[illegible]

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**Final Total for all Reports** - This report lists the final totals for all of the above reports.

[illegible]

## Financial Order Audit Report

This report is the audit for financial orders. It will show details of all ADD's and MOD's that were processed on financial orders. Also shown are the dates of the changes and the operator's that changed them.

### Running the Report:

Enter 18 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Order Audit Report      Release : 025

Enter the beginning date 0101 2003 (MMDD CCYY)

Enter the ending date 0531 2003 (MMDD CCYY)

Enter operator code or blank for all

--- OR ---

Enter case number or blank for all 00000000

Enter case suffix or blank for all

Enter party number or blank for all

Nxt Tran RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

06/041

Connected to remote server/host OSMSOUTH using port 23      \\SCAO\IN54QLS on Ne05:

Enter the date range and the operator code only if you are looking for one operator. Leave this field blank for all operators. If you are searching for a specific case, enter the case, suffix and party numbers. After all data entry is complete, press <Enter>. The system will generate the report.

Following is the output from this report.

PROGRAM: ORDAUDIT						J44 FINANCIAL ORDER AUDIT REPORT						PAGE:			
RUNNING DATE: 07/12/2000						FROM 01/01/2000 TO 07/11/2000						RUNNING TIME: 09:37:			
Case Number	Petition	Evt#	Amt Paid	Trans Num.	Mode	Type	Freq	Party	Order Amt	Total Ord	Begin Date	End Date	Enter Date	Ope	
99980058/ 0	99000936	35	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		AFE			1/F01	0.00	250.00	01/18/2000	00/00/0000	01/18/2000	MIT	
99980058/ 0	99000936	36	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		ADM			0/J01	0.00	100.00	01/18/2000	00/00/0000	01/18/2000	MIT	
99980058/ 0	99000936	37	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		ADM			1/F01	0.00	500.00	01/18/2000	00/00/0000	01/18/2000	MIT	
99980058/ 0	99000936	38	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		ADM			0/J01	0.00	500.00	01/18/2000	00/00/0000	01/18/2000	MIT	
99980058/ 0	99000936	39	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		ADM			1/F01	0.00	50.00	01/18/2000	00/00/0000	01/18/2000	MIT	
843565/ 3	8435651	79	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		ADC			8/F02	0.00	5,000.00	01/18/2000	00/00/0000	01/18/2000	MIT	
12345/ 1	979	5	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		DET			1/F01	0.00	500.00	02/15/2000	00/00/0000	02/15/2000	MIT	
115/ 0	1005	4	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		ADM			0/J01	0.00	50.00	07/10/2000	00/00/0000	07/10/2000	MIT	
115/ 0	1005	4	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		CVA			0/J01	0.00	20.00	07/10/2000	00/00/0000	07/10/2000	MIT	
115/ 0	1005	4	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		ALC			0/J01	0.00	50.00	07/10/2000	00/00/0000	07/10/2000	MIT	
115/ 0	1005	4	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		ADM			1/F01	0.00	50.00	07/10/2000	00/00/0000	07/10/2000	MIT	
115/ 0	1005	4	0.00	0000000000	ADD			0/	0.00	0.00	00/00/0000	00/00/0000	00/00/0000		
			New Information --->		ADM			2/M01	0.00	50.00	07/10/2000	00/00/0000	07/10/2000	MIT	
884593/ 0	8845931	4	0.00	0000000000	MOD	RMB		1/M01	0.00	70.00	06/10/1988	00/00/0000	00/00/0000		
			New Information --->		RMB			0/J01	0.00	70.00	06/10/1988	00/00/0000	07/11/2000	TES	
884593/ 0	8845931	4	0.00	0000000000	MOD	RMB		0/J01	0.00	70.00	06/10/1988	00/00/0000	00/00/0000		
			New Information --->		RMB			0/J01	14.00	70.00	06/10/1988	00/00/0000	07/11/2000	TES	
884593/ 0	8845931	4	0.00	0000000000	MOD	RMB		0/J01	14.00	70.00	06/10/1988	00/00/0000	00/00/0000		
			New Information --->		RST			0/J01	14.00	70.00	06/10/1988	00/00/0000	07/11/2000	TES	
Total number of reco						89									



## A/R Billing

The A/R Billing Report will print bills (statements) for the court to send out to all parties who owe money to the Court. The following will be printed when submitting this report.

1. Statements to be sent to each party that owes money to the Court.
2. Audit of all statements printed for use by the Court.

The following can be requested to print when submitting this report.

1. Bill Labels can be printed. Please note, these are 1 up labels that must be printed on a dot matrix style printer.
2. Show Cause Report.
3. Delinquent Letters

## Running the Report:

Enter 19 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : J 44 ANGIE                      A/R Billing                      Release : 025

Enter last billing date  MMDD CCYY
                        0501 2003
Enter payment due information  JULY 2003
To be printed on every bill

Enter "X" to print bill labels
Enter "X" to print show cause report  and days not paid show cause
Enter "X" to print delinquent report  and days not paid delinquent
Printed in case name sequence, enter "X" to print in case # sequence

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

```

**~Enter Last Billing Date~**

Enter the last date that you ran the billings. This date is usually the first day of the previous month. If you have never ran bills or a few months time has lapsed since running them, enter the first date of the previous month.

**~Enter Payment due information~**

Enter the date that payments are due for this billing

NOTE: This is an alpha/numeric field. Enter the date as you want it to appear on the bills. For example, enter "June 15, 2000" and not 06152000.

**~To be Printed on every bill~**

This area is for you to use to have a statement print on every bill that is generated. You can not use any kind of punctuation in this area. Enter Text only NONE of the following can be used ; : . , ! @ # % ^ & \* ? / \ ( )

**~Enter "X" to print bill labels~**

Enter an "X" in this field if you want to print labels. NOTE: You must use 1 up labels and a dot matrix printer if you request labels to generate.

**~Enter "X" to print showcase report \_\_ and days not paid \_\_\_\_~**

If you wish to generate the showcase report at this time, enter an "X" and how many days not paid that you want the system to look for. The standard amount of time before a party is showcased without paying is 60 days. You can enter any number of days in this field.

**~Enter "X" to print delinquent report \_\_ and days not paid \_\_\_\_~**

If you wish to generate the delinquent letters at this time, enter an "X" and how many days not paid that you want the system to look for. The standard amount of time before a party is issued a delinquent letter without paying is 30 days.

**~Printed in case name sequence enter "X" to print in case number sequence \_\_~**

Enter an "X" if you want the report printed in case number sequence. The default for this report is printed alphabetically.

After all data entry is entered, press <Enter>.

Following are examples of the output in this report.

**Statement that is sent to the party:** This statement is printed so that it can be tri-folded and put into a window envelope.

936258	1 F01		
TEST,TEST,TEST		OTHER COUNTY PROBATE COURT	
UNKNOWN		OTHER CTY. COMPLEX 255 CLAY ST.	
		OTHER	MI 48446
			(810) 667-0270
BILLING FROM 6/01/2000 TO 7/12/2000 PAYMENT DUE JUNE 15, 2000			
CHARGES FOR		DESCRIPTION NEW CHARGES MINIMUM DUE	
ANGEL DIANE ABADIA JR	9362581 26	RESTITUTION	\$80.00
PREVIOUS BALANCE		PAYMENTS	NEW CHARGES MINIMUM PAYMENT DUE
\$80.00	\$ .00	\$ .00	\$80.00
ACCOUNT BALANCE			\$80.00
LINE ONE FROM NOTES (F13) SCREEN LINE TWO FROM NOTES SCREEN LINE THREE FROM NOTES SCREEN LINE FOUR FROM NOTES SCREEN			
THIS IS WHERE THE STATEMENT WILL PRINT IF YOU TYPED SOMETHING IN THE TO BE PRINTED ON EVERY BILL DO NOT USE PUNCTUATION IN THIS AREA			
FAILURE TO MAKE PAYMENTS COULD RESULT IN THE COMMENCEMENT OF CONTEMPT OF COURT PROCEEDING MCL 712A.18(2) **** PLEASE DO NOT SEND CASH BY MAIL ****			
ACCOUNT BALANCE MAY CHANGE DUE TO ADDITIONAL COST AND/OR FINES ASSESSED			
ISMALE ABADIA UNKNOWN 967072 1 F01			
TEST,TEST,TEST		OTHER COUNTY PROBATE COURT	
111 MAIN	ROAD	OTHER CTY. COMPLEX 255 CLAY ST.	
LANSING	MI 48466	OTHER	MI 48446
			(810) 555-1212

This is financial notes entered on the first 4 lines of the notes <F13> screen.

This is what was entered when the bills were generated in the "To be printed on every order" section.

**Audit of all statements:** Two statements will be printed on each peive of paper for the court.

REPORT : ARBILLING		COURT 44 BILLING DETAIL			
PROGRAM : ARBILLING					
936258	1 F01				
TEST,TEST,TEST					
-----					
BILLING FROM 6/01/2000 TO 7/12/2000 PAYMENT DUE JUNE 15, 2000					
-----					
SUFFIX/NAME	EVT#	ORD	PREV. BALANCE	NEW CHARGES	NEW BALANCE FQ D
-----					
TEST,TEST,TEST	26	RST	\$80.00		\$80.00 05
-----					
PREVIOUS BALANCE	PAYMENTS		NEW CHARGES	MINIMUM PAYMENT DUE	
-----					
\$80.00	\$ .00		\$ .00	\$80.00	
				ACCOUNT BALANCE	\$80.00
-----					
*****					
*****					
967072	1 F01				
TEST,TEST,TEST					
-----					
BILLING FROM 6/01/2000 TO 7/12/2000 PAYMENT DUE JUNE 15, 2000					
-----					
SUFFIX/NAME	EVT#	ORD	PREV. BALANCE	NEW CHARGES	NEW BALANCE FQ D
-----					
TEST,TEST,TEST	6	ADM	\$55.00		\$55.00 M 04
	6	RST	\$80.00		\$80.00 00
-----					
11111					
222222					
333333					
444444					
-----					
PREVIOUS BALANCE	PAYMENTS		NEW CHARGES	MINIMUM PAYMENT DUE	
-----					
\$135.00	\$ .00		\$ .00	\$135.00	
				ACCOUNT BALANCE	\$135.00
-----					

**Labels:** The labels are “1 up labels” that must be printed on a dot matrix printer.

```
TEST,TEST,TEST
UNKNOWN

  936258      1 F01

TEST,TEST,TEST
123 MAIN STREET
LANSING      MI      48466

  967072      1 F01

TEST,TEST,TEST
222 SECOND
BROWN CITY  MI      48416

  833353      J01

TEST,TEST,TEST
333 THIRD ST.
OTHER      MI      48446

  874332      1 F01

TEST,TEST,TEST
444 FOURTH STREET
OTHER      MI      48446

  956789      2 M01
```

**Showcause Report:** The showcause report will print all cases that have not made a payment within the amount of days that you specified when generating this report.

REPORT : SHOW CAUSE			COURT 44 SHOW CAUSE REPORT			PAGE # :	
PROGRAM : ARSHOWCAUS			NO PAYMENTS IN 61 DAYS			RUN DATE : 7/12/20	
CASE NUMBER	PARTY	NAME	AMOUNT DUE	CASE NAME	LAST PAID DATE	STATUS	
936258	F01	TEST,TEST,TEST	\$80.00	TEST,TEST,TEST	5/12/1997	OPEN CASE	
833353	J01	TEST,TEST,TEST	\$5.00	TEST,TEST,TEST		NOT FOUND	
874332	F01	TEST,TEST,TEST	\$5,665.00	TEST,TEST,TEST	7/25/1996	CLOSED CAS	
956789	M01	TEST,TEST,TEST	\$320.00	TEST,TEST,TEST	7/11/1995	CLOSED CAS	
946364	F01	TEST,TEST,TEST	\$55.00	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
915474	M01	TEST,TEST,TEST	\$3,499.37	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
843508	F01	TEST,TEST,TEST	\$4,691.36	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
967042	F01	TEST,TEST,TEST	\$90.00	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
874447	M01	TEST,TEST,TEST	\$2,119.02	TEST,TEST,TEST	7/25/1996	CLOSED CAS	
905105	M01	TEST,TEST,TEST	\$195.00	TEST,TEST,TEST	7/25/1996	CLOSED CAS	
936303	F01	TEST,TEST,TEST	\$29.00	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
936303	M01	TEST,TEST,TEST	\$49.00	TEST,TEST,TEST	2/ 7/1996	CLOSED CAS	
936261	F01	TEST,TEST,TEST	\$750.31	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
894877	M01	TEST,TEST,TEST	\$317.16	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
894910	M01	TEST,TEST,TEST	\$1,929.67	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
936198	M01	TEST,TEST,TEST	\$62.50	TEST,TEST,TEST	11/29/1995	CLOSED CAS	
946568	M01	TEST,TEST,TEST	\$174.25	TEST,TEST,TEST	3/ 2/1995	CLOSED CAS	
967068	F01	TEST,TEST,TEST	\$2,197.50	TEST,TEST,TEST		OPEN CASE	
967088	M01	TEST,TEST,TEST	\$80.00	TEST,TEST,TEST	6/21/1996	OPEN CASE	
936207	F01	TEST,TEST,TEST	\$1,837.50	TEST,TEST,TEST	7/ 7/1995	CLOSED CAS	
				TEST,TEST,TEST			
905335	F01	TEST,TEST,TEST	\$1,010.34		7/22/1996	CLOSED CAS	
-----			-----				
GRAND TOTAL:		943	\$1,910,476.09				

**Delinquent Letter:** The delinquent letter prints so that it can be tri-folded into a window envelope.

<p>OTHER COUNTY PROBATE COURT  OTHER CTY. COMPLEX 255 CLAY ST.  OTHER MI 48446  (810) 667-0270</p> <p>RE: DELINQUENT ACCOUNT  FILE NO: 00936258 00  DATE : 07/12/2000  DEAR TEST,TEST,TEST</p> <p>THE COURT'S RECORDS REFLECT THAT YOU ARE PRESENTLY \$80.00 IN ARREARS.  PLEASE BE ADVISED THAT BY FAILING TO MAKE THE PAYMENTS AS ORDERED, YOU WILL BE  SUBJECT TO A CONTEMPT OF COURT CHARGE. THIS MAY BE PUNISHABLE BY AN ASSIGNMENT  OF WAGES AND/OR PLACEMENT IN THE COUNTY JAIL.  YOU MAY AVOID THESE UNPLEASANT CIRCUMSTANCES BY MAKING ARRANGEMENTS WITH THIS  COURT WITHIN 14 DAYS TO PAY THE ARREARAGE AND THEN THEREAFTER MAKING PAYMENTS AS  ORDERED UNTIL THE BALANCE IS PAID IN FULL.  FAILURE TO DO SO WILL RESULT IN CONTEMPT OF COURT PROCEEDINGS, AND AT THESE  PROCEEDINGS OTHER CHARGES MAY BE ORDERED.  IT IS NOT THE COURT'S DESIRE TO PURSUE THE CONTEMPT OF COURT CHARGE, AND WITH  YOUR COOPERATION IT WILL NOT BE NECESSARY.</p> <p>SINCERELY</p> <p>JUVENILE ADMIN  JUVENILE SERVICES</p> <p>TEST,TEST,TEST  12345 ANYSTREET  ANYTOWN, USA 54444</p>
--

The last page of the report will be a total page. Listing total letters issued and total current amount due.

DATE : 07/12/2000	
TOTAL DELINQUENT LETTER ISSUED .....	945
TOTAL CURRENT DUE AMOUNT.....	\$1,910,733.59

## Showcause Report

The Showcause report can be run either from option #19 A/R Billing or it can be run separately through this report. This report will list all parties that have not made payments within the number of days that you specify.

### Running the Report:

Enter 20 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : J 44 ANGIE          Showcause Report          Release : 025

      MMDD CCYY
Enter last billing date 0501 2003

Enter days not paid show cause 60

Printed in case name sequence, enter "X" to print in case # sequence

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

08/038
Connected to remote server/host OSMSOUTH using port 23
  
```

Enter the last billing date and the number of days not paid and then press <Enter>. The system will generate the report.

Following is the output from this report.



REPORT : SHOW CAUSE			COURT 44 SHOW CAUSE REPORT			PAGE # :	
PROGRAM : ARSHOWCAUS			NO PAYMENTS IN 61 DAYS			RUN DATE : 7/12/20	
CASE NUMBER	PARTY	NAME	AMOUNT DUE	CASE NAME	LAST PAID DATE	STATUS	
936258	F01	TEST,TEST,TEST	\$80.00	TEST,TEST,TEST	5/12/1997	OPEN CASE	
833353	J01	TEST,TEST,TEST	\$5.00	TEST,TEST,TEST		NOT FOUND	
874332	F01	TEST,TEST,TEST	\$5,665.00	TEST,TEST,TEST	7/25/1996	CLOSED CAS	
956789	M01	TEST,TEST,TEST	\$320.00	TEST,TEST,TEST	7/11/1995	CLOSED CAS	
946364	F01	TEST,TEST,TEST	\$55.00	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
915474	M01	TEST,TEST,TEST	\$3,499.37	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
843508	F01	TEST,TEST,TEST	\$4,691.36	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
967042	F01	TEST,TEST,TEST	\$90.00	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
874447	M01	TEST,TEST,TEST	\$2,119.02	TEST,TEST,TEST	7/25/1996	CLOSED CAS	
905105	M01	TEST,TEST,TEST	\$195.00	TEST,TEST,TEST	7/25/1996	CLOSED CAS	
936303	1 F01	TEST,TEST,TEST	\$29.00	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
936303	1 M01	TEST,TEST,TEST	\$49.00	TEST,TEST,TEST	2/ 7/1996	CLOSED CAS	
936261	F01	TEST,TEST,TEST	\$750.31	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
894877	M01	TEST,TEST,TEST	\$317.16	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
894910	M01	TEST,TEST,TEST	\$1,929.67	TEST,TEST,TEST	3/16/2000	CLOSED CAS	
936198	M01	TEST,TEST,TEST	\$62.50	TEST,TEST,TEST	11/29/1995	CLOSED CAS	
946568	1 M01	TEST,TEST,TEST	\$174.25	TEST,TEST,TEST	3/ 2/1995	CLOSED CAS	
967068	F01	TEST,TEST,TEST	\$2,197.50	TEST,TEST,TEST		OPEN CASE	
967088	M01	TEST,TEST,TEST	\$80.00	TEST,TEST,TEST	6/21/1996	OPEN CASE	
936207	1 F01	TEST,TEST,TEST	\$1,837.50	TEST,TEST,TEST	7/ 7/1995	CLOSED CAS	
905335	F01	TEST,TEST,TEST	\$1,010.34	TEST,TEST,TEST	7/22/1996	CLOSED CAS	
GRAND TOTAL:			943	\$1,910,476.09			

## Delinquent Letter Print

The Delinquent Letter's can be run either from option #19 A/R Billing or it can be run separately through this report. This report will print a delinquent letter to all parties that have not made payments within the number of days that you specify.

### Running the Report:

Enter 21 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : J 44 ANGIE      Delinquent Letter Print      Release : 025

Enter last billing date   MMDD CCYY
                        0501 2003

Enter days not paid delinquent 30

Printed in case name sequence, enter "X" to print in case # sequence

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

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```

Enter the last billing date and the number of days not paid and then press <Enter>. The system will generate the report.

Following is the output from this report.

**Delinquent Letter:** The delinquent letter prints so that it can be tri-folded into a window envelope.

<p>OTHER COUNTY PROBATE COURT  OTHER CTY. COMPLEX 255 CLAY ST.  OTHER MI 48446  (810) 667-0270</p> <p>RE: DELINQUENT ACCOUNT  FILE NO: 00936258 00  DATE : 07/12/2000  DEAR TEST,TEST,TEST</p> <p>THE COURT'S RECORDS REFLECT THAT YOU ARE PRESENTLY \$80.00 IN ARREARS.  PLEASE BE ADVISED THAT BY FAILING TO MAKE THE PAYMENTS AS ORDERED, YOU WILL BE  SUBJECT TO A CONTEMPT OF COURT CHARGE. THIS MAY BE PUNISHABLE BY AN ASSIGNMENT  OF WAGES AND/OR PLACEMENT IN THE COUNTY JAIL.  YOU MAY AVOID THESE UNPLEASANT CIRCUMSTANCES BY MAKING ARRANGEMENTS WITH THIS  COURT WITHIN 14 DAYS TO PAY THE ARREARAGE AND THEN THEREAFTER MAKING PAYMENTS AS  ORDERED UNTIL THE BALANCE IS PAID IN FULL.  FAILURE TO DO SO WILL RESULT IN CONTEMPT OF COURT PROCEEDINGS, AND AT THESE  PROCEEDINGS OTHER CHARGES MAY BE ORDERED.  IT IS NOT THE COURT'S DESIRE TO PURSUE THE CONTEMPT OF COURT CHARGE, AND WITH  YOUR COOPERATION IT WILL NOT BE NECESSARY.</p> <p>SINCERELY</p> <p>JUVENILE ADMIN  JUVENILE SERVICES</p> <p>TEST,TEST,TEST  12345 ANYSTREET  ANYTOWN, USA 54444</p>
--

The last page of the report will be a total page. Listing total letters issued and total current amount due.

<p>DATE : 07/12/2000  TOTAL DELINQUENT LETTER ISSUED ..... 945  TOTAL CURRENT DUE AMOUNT..... \$1,910,733.59</p>
--

## ADCF/Ward Report

This report is used to generate the following FIA required reports:

1. Statement of IV E Collections
2. Statement of State Ward Collections

### ADCF Report:

You must be using the following Price File Maintenance Codes in order for this report to run correctly.

FCA	-	Friend of the Court ADCF
SSC	-	State Social Security ADCF Ward Collection
ADC	-	Aid to Dependent Children
WCA	-	Ward at Arbor Heights or Residential Care Support State Share
WSS	-	Ward at Arbor Heights or Residential Care Government Benefits State Share

The following is how these price codes will affect the ADCF Report.

The following is how these price codes will affect the ADCF Report.

	*A	*B	*C	*D
	100% after	100% No	75% after	75% No
	offset	offset	offset	offset
Total Collected				
FCA (Delinquent)	FCA			
ADC (Delinquent)	ADC			
SSC		SSC		
WCA			WCA	
WSS				WSS
ADCN (Neglect)	ADC			
FCAN (Neglect)	FCA			

When the Price File Maintenance Code is:

FCA, ADC or WCA = \*S Support  
 SSC - \*G Government Benefits  
 WSS - \*B Both

The following codes should be broke down as follows:

Price Code		Account Code	Account Code
FCA & ADC	=	ADC 75%	COL 25%
SSC	=	SSS 100%	

## State Ward Report:

You must be using the following Price File Maintenance Codes in order for this report to run correctly.

FCS	-	Fried of the Court State
STW	-	Cost of Care State Ward
SSS	-	State Social Security State Ward Charge back
DOF	-	DSS Oversight Fees
IOF	-	Inhome Care Oversight Fees

The following is how these price codes will affect the ADCF Report.

	*A	*B	*C	*D
	100% after	100% No	75% after	75% No
	offset	offset	offset	offset
Total Collected	offset	offset	offset	offset
FCS (Delinquent)	FCS			
STW	STW			
SSS		SSS		
DOF	STW			
IOF	STW			
FCSN (Neglect)	FCS			

When the Price File Maintenance Code is:

FCS, STW = \*S Support  
 SSS - \*G Government Benefits  
 \*B Both

The following codes should be broke down as follows:

Price Code		Account Code
FCS	=	STW 37.5% State
DOF	=	SSW 37.5% State
IOF	=	COL 25.0% Court
SSS	=	SSS 100% State

## Running the Report:

Enter 20 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : J 44 ANGIE          ADC/Ward Report          Release : 025

Enter the beginning date      MMDD CCYY
                             0101 2003

Enter the ending date        MMDD CCYY
                             0131 2003

Nxt Tran  RPT Type FIN Case# 00000000 Petr# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

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```

Enter the date range that you want to search and press <Enter>. The system will generate the report.

Following is the output from both reports.

## ADCF Report

STATEMORPT		STATEMENTS OF ADCF WARD COLLECTIONS				PAGE: 01	
ADCF		OTHER COUNTY PROBATE COURT					
		FROM 1/01/2000 THRU 7/11/2000					
				*A	*B	*C	*D
		TOTAL	100 %	100 %	75 %	75 %	
		AMOUNT	AFTER	NO	AFTER	NO	
WARD NAME	TYPE	COLLECTED	OFFSET	OFFSET	OFFSET	OFFSET	
-----							
TEST,TEST,TEST							
STATE ID:	*S	5000.00	3750.00	.00	.00	.00	
TEST,TEST,TEST							
STATE ID:	*S	120.00-	90.00-	.00	.00	.00	
		-----					
TOTAL COLLECTIONS:		4880.00					
		-----					
TOTAL STATE SHARE:			3660.00	.00	.00	.00	
COURT PERSON	JUVENILE ADMIN						
PHONE	( ) 667-0270						
DATE	____/____/____						
*A WARD NOT AT ARBOR HTS OR RES CARE (SUPPORT STATE SHARE)							
*B WARD NOT AT ARBOR HTS OR RES CARE (GOV'T BENEFITS STATE SHARE)							
*C WARD AT ARBOR HTS OR RES CARE (SUPPORT STATE SHARE)							
*D WARD AT ARBOR HTS OR RES CARE (GOV'T BENEFITS STATE SHARE)							
*S SUPPORT							
*G GOV'T BENEFITS							
*B BOTH							

## State Ward Report

STATEMORPT		STATEMENTS OF STATE WARD COLLECTIONS		PAGE: 01	
WARDS		OTHER COUNTY PROBATE COURT			
		FROM 1/01/2000 THRU 7/11/2000			
		TOTAL		*A	*B
		AMOUNT		50 %	50 %
				AFTER	NO
WARD NAME	TYPE COLLECTED	OFFSET		OFFSET	OFFSET
-----					
TEST,TEST,TEST					
STATE ID: V2096087A	*S	100.00	37.50	.00	
		-----			
TOTAL COLLECTIONS:		100.00			
			-----	-----	
TOTAL STATE SHARE:			37.50	.00	
COURT PERSON	JUVENILE ADMIN				
PHONE	( ) 667-0270				
DATE	____/____/____				
*A COURT ORDERED SUPPORT (STATE SHARE)					
*B GOVERNMENT BENEFITS (STATE SHARE)					
*S SUPPORT					
*G GOV'T BENEFITS					
*B BOTH					



## Case Status Report

This report lists all parties that have Accounts Receivable Master Records along with the Account Status and the Status of the Case.

Following is a list of the possible statuses for an account:

- 88** Active, maintained by support system. The Account is active for billing/payments. All data relating to the names and addresses are maintained by the Parent system.
- 89** Active, no longer maintained by support system. Active account for billing/payments. All data relating to names and addresses are maintained by the ARU screen.
- 98** Inactive, no longer maintained by support system. Account is inactive for billing and payments. All data relating to the names and addresses are maintained by the ARU screen.
- 99** Inactive, maintained by the support system. Account is inactive for billing and payments. All data relating to the names and addresses are maintained by the parent system.

### Running the Report:

Enter 28 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Case Status Report      Release : 025

Enter "88" for all active and maintained by support system  
 Enter "89" for all active but not maintained by support system  
 Enter "98" for all inactive but not maintained by support system  
 Enter "99" for all inactive and maintained by support system  
 Leave blank for all cases

Enter "OP" for all open cases  
 "CL" for all close cases  
 Leave blank for all cases

Enter "X" to print in case name sequence  
 Leave blank to print in case # sequence

Nxt Tran	RPT Type	FIN	Case#	Petrn#	Event#	Party
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt	F6=System		
F8=Probate	F9=Name Inq.	F14=Dkt. Inq	F16=Inv. Cal			

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Following are explanations of the above fields with instructions for filling them in.

**~Enter 88,89,98,99 or Leave Blank for all cases~**

Enter one of these options. Listed above are descriptions of these statuses. If you want a list of all statuses, leave this field blank.

**~Enter "OP" for Open Cases, "CL" for Closed Cases, leave blank for all cases~**

Enter one of these options if you are looking for only opened or closed cases. If you want all cases to print, leave this field blank.

**~Enter "X" to print in case name sequence~**

Enter an "X" to print this report in alphabetic order. The default for this report is printing in case number sequence.

Following is an example of what this report will look like.

REPORT: CASE STATUS		CASE STATUS REPORT		PAGE#: 1	
PROGRAM: CASESTSRPT		JUVENILE		RUN DATE: 7/12/2000	
CASE NUMBER	CASE NAME	FINANCIAL STATUS		CASE STATUS	
115	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.		OPEN CASE	
177	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.			
203	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.			
390	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.		CLOSED CASE	
533	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.			
590	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.		CLOSED CASE	
608	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.			
690	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.		CLOSED CASE	
753	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.			
790	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.		CLOSED CASE	
890	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.		CLOSED CASE	
990	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.		CLOSED CASE	
1100	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.			
1302	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.			
1376	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.			
1490	XXXXXXX, XXXXXXXXXXXX XXXX	88 - ACTIVE/SYSTEM MAINT.		CLOSED CASE	

## Account Group Report

This report lists Receivables/Expenditures by Account Group. For expenditure accounts, the system will search by Invoice, Payment or Both.

### Running the Report:

Enter 24 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : J 44 ANGIE      Acct. Group Report      Release : 025

      MMDD CCYY
Enter the beginning date  0101 2003

Enter the ending date     0531 2003

Enter the Acct. Group 1
Enter the Acct. Group 2
Enter the Acct. Group 3
All blank for all Acct. Groups

Enter "R" for Revenue accounts
Enter "E" for Expenditure accounts

If "E" is selected fill in next Line for type of account
Enter "I" for Invoices
Enter "P" for Payments
Enter "B" for Payments & Invoices

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

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\\SCAO\IN54QLS on Ne05:

```

### ~Enter Beginning & Ending Dates~

Enter the date range that you want the system to search from.

### ~Enter the Account Group 1,2,3~

Enter the Account group or groups that you want the system to search for. If you want all account groups, leave this field blank.

### ~Enter "R" for Revenue, "E" for Expenditure~

Enter one of the above options and the system will list only Revenue or Expenditure Account Groups.

### ~If E is selected, enter "I" for Invoices, "P" for Payments, "B" for Both Payments and Invoices~

Enter one of the above options and the report will list only that option.

Following is an example of the report.

REPORT : ACCOUNT GROUP		COURT 44 ACCOUNT GROUP REPORT				PAGE :	
PROGRAM : ACCOUNT GROUP REPORT		JUVENILE					
DATE :	7/12/2000	FROM	1/01/1998	TO	7/11/2000	FOR	CODE(S) FOR REVENUE
ADC	0/00/0000	00292-00000.00-00230.111	ADCF			ACCOUNT GROUPS	TOTAL COLLECTED \$4,432.50
						TOTAL WITH ADJUSTMENTS	\$4,395.00
						TOTAL ADJUSTMENTS	
\$37.50-							
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$90.00
ADM	0/00/0000	00101-00148.00-00621.111	ADMINISTRATIVE FEES			ACCOUNT GROUPS	TOTAL COLLECTED \$3,539.97
						TOTAL WITH ADJUSTMENTS	\$4,119.97
						TOTAL ADJUSTMENTS	\$580.00
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$135.00
AFE	0/00/0000	00101-00149.00-00853.000	ATTORNEY FEES			ACCOUNT GROUPS	TOTAL COLLECTED \$ .00
						TOTAL WITH ADJUSTMENTS	\$ .00
						TOTAL ADJUSTMENTS	\$ .00
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$ .00
ATT	0/00/0000	00101-00148.00-00614.000	REIMBURSEMENT ATTORNEY FE			ACCOUNT GROUPS	TOTAL COLLECTED \$1,305.00
						TOTAL WITH ADJUSTMENTS	\$1,315.00
						TOTAL ADJUSTMENTS	\$10.00
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$225.00
BND	0/00/0000	00101-00148.00-00603.00	BOND FEE			ACCOUNT GROUPS	TOTAL COLLECTED \$ .00
						TOTAL WITH ADJUSTMENTS	\$11.50
						TOTAL ADJUSTMENTS	\$11.50
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$ .00

## Year to Date dollars for A/R orders

This report lists all financial orders entered for the selected time period. Also listed are the Entry Dates, Balance to Date, begin date and end date. The totals listed are for that time period only.

### Running the Report:

Enter 25 in the report selection field and press <Enter>. The system will display the following screen.

```

Court ID : J 44 ANGIE      A/R Orders entered YTD      Release : 025

Enter the beginning date  MMDD CCYY
                          0101 2003

Enter the ending date     MMDD CCYY
                          0531 2003

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

22/012
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```

Enter the date range that you want the system to search and press <Enter>.

Following is an example of the report.

```

REPORT   : ARORDERS                      COURT J44  ORDER DETAIL                      PAGE # :
PROGRAM  : ARORDERS                      DATE RANGE 01/01/2000 TO 07/11/2000          RUN DATE : 7/12/20
      1      1 FIX
TEST 12//
-----
SUFFIX/NAME      EVT# ORD ENTRY DATE      BALANCE TODATE FQ EVT.DATE      ORD. AMT. TOT.ORD      BEG.DATE      END DA
      8 CRM 07/11/2000                      $1.00      07/11/2000                      $1.00 07/11/2000 07/11/20
      9 CRM 07/11/2000                      $2.00      07/11/2000                      $2.00 07/11/2000 07/11/20
      10 CRM 07/11/2000                     $3.00      07/11/2000                      $3.00 07/11/2000 07/11/20
*****
      58      J01
TEST, TEST, TEST,
-----
SUFFIX/NAME      EVT# ORD ENTRY DATE      BALANCE TODATE FQ EVT.DATE      ORD. AMT. TOT.ORD      BEG.DATE      END DA
      3 COW 07/07/2000                     $200.00      07/07/2000                      $200.00 07/07/2000
*****
      115      J01
TEST, TEST, TEST,
-----
SUFFIX/NAME      EVT# ORD ENTRY DATE      BALANCE TODATE FQ EVT.DATE      ORD. AMT. TOT.ORD      BEG.DATE      END DA
      4 ADM 07/10/2000                      $50.00      07/10/2000                      $50.00 07/10/2000
      4 ALC 07/10/2000                      $50.00      07/10/2000                      $50.00 07/10/2000
      4 CVA 07/10/2000                      $20.00      07/10/2000                      $20.00 07/10/2000
*****
      115      1 F01
TEST, TEST, TEST,
-----
SUFFIX/NAME      EVT# ORD ENTRY DATE      BALANCE TODATE FQ EVT.DATE      ORD. AMT. TOT.ORD      BEG.DATE      END DA
      4 ADM 07/10/2000                      $50.00      07/10/2000                      $50.00 07/10/2000
*****

```

## Year to Date Dollars by Account and Price Code

This report lists amounts received by price code and the number of cases counted. Also listed are the totals for this time period.

### Running the Report:

Enter 26 in the report selection field and press <Enter>. The system will display the following screen.

```

Court ID : J 44 ANGIE      $ collected by Acct & Price YTD      Release : 025

Enter the beginning date  MMDD CCYY
                          0101 2003

Enter the ending date     MMDD CCYY
                          0531 2003

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

22/012
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:
```

Enter the date range that you want the system to search and press <Enter>.

Following is an example of the report.



```

REPORT:ACCTSYTD  COURT J44  DOLLARS COLLECTED BY ACCOUNT & PRICE CODE PAGE : 1
PROGRAM:ACCTSYTD      DATE RANGE 01/01/2000 TO 07/01/2000  RUN DATE: 7/13/200
ACCOUNT AMT.COLLECTED  NO. COUNTED  PRICE CODE AMT.COLLECTED NO. COUNTED
-----
ADC      $3,690.00      6      ADC      $4,920.00      12
ADM      $1,640.97     36     ADM      $1,634.97     34
ATT      $315.00       8      AFE      $315.00       8
COL      $1,923.12     61     DET      $920.00-     50
COW      $2,004.38     54     COW      $2,460.00     46
CRM      $881.50-      15     CRM      $881.50-      15
CSF              2      CSF              2
JFF      $42.00        8      JFF      $200.00      16
RST      $920.07     35     RST      $920.07     35
SCF      $158.00       8      CVA      $60.00        4
CVA      $54.00        2      IHC      $100.00       2
PRO      $5.00         1      FCS      $100.00       3
SSW      $37.50        1      GED      $10.00        2
STW      $37.50        1      OSP      $1,000.00     2
ADP      $200.00       2      PRO      $5.00         1
DP       $25.00        1      ADP      $200.00       2
BND      $11.50        1      SUP      $22.50        6
BON      $115.00       3      DP       $25.00        1
                                BND      $11.50        1
                                BON      $115.00       3
-----
TOT      $11,179.04    245      $11,179.04    245

```

## Combined Circuit and Juvenile Transmittal

This report will print the Juvenile Transmittal, Circuit Court Transmittal and a combined page with only totals for both.

### Running the Report:

Enter 27 in the report selection field and press <Enter>. The system will return the following screen.

COMBINED TRANSMITTAL

CIRCUIT COUNTY            44  
                  COURT            00  
                  FINANCIAL LOCATION 00  
                  TIME PERIOD        — (DA/MO/YR)

JUVENILE COUNTY           44  
                  DATE RANGE  
          FROM: \_\_\_\_\_ TO \_\_\_\_\_

F1/F3=EXIT            ENTER=PROCESS

MA b 05/037  
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**Circuit County** - Enter the Circuit Court County number that you are requesting the transmittal for.

**Circuit Court** - Enter the Circuit Court number that you are requesting the transmittal for.

**Circuit Financial Location** - Enter the Circuit Court Financial Location that you are running the transmittal for.

**Enter the time Period** - Enter one of the following time periods for this transmittal.

DA = Day            MO = Month            YR = Year

Depending on which option you enter will result in the amount that the system picks up.

**Juvenile County** - Enter the County number of the Juvenile Court that the transmittal is for.

**Time Period** - Enter the time period that you would like the Juvenile Transmittal processed for.

**Circuit Court Transmittal:**

PERIOD:	COMBINED TRANSMITTAL REPORT	RUN DATE:	07/13/00
DAY		RUN TIME:	10:28:21
	ALLEGAN COUNTY CLERK	PAGE:	1
LINE ITEM		AMOUNT	
-----	-----	-----	-----
101.0-215-613.01-00-00	CLERK CERTIFIED COPY		40.00
	ACCOUNT TOTAL 101.0-215-613.01		\$40.00
101.0-215-613.05-00-00	OTHER MISCELLANEOUS FEES		25.00
	ACCOUNT TOTAL 101.0-215-613.05		\$25.00
	FUND TOTAL 101.0		65.00
	COURT TOTAL		65.00
I HEREBY CERTIFY THAT THE FOREGOING IS THE COMPLETE AND CORRECT AMOUNT OF ALL FEES AND MONIES COLLECTED DURING THE _____ DAY OF _____, _____. AND THAT ALL ITEMS ARE VERIFIED IN DETAIL BY DOCUMENTS ON FILE AND CREDITS DULY ENTERED ON THE BOOKS OF THE UNDERSIGNED.			
	SIGNED _____		
	TITLE _____		
TREASURER'S RECEIPT NO.		DATED	
PERIOD:	COMBINED TRANSMITTAL REPORT	RUN DATE:	07/13/00

**Juvenile Court Transmittal:**

06/01/2000		RUN TIME:	10:28:21
07/01/2000	ALLEGAN COUNTY JUVENILE CT	PAGE:	2
DESCRIPTION	FUND ACTIVITY	ACCOUNT	AMOUNT
-----	-----	-----	-----
COUNTY WARD	101 128 653.25		50.00
RESTITUTION	701 323 333.33		150.00
	COURT TOTAL		\$200.00
I HEREBY CERTIFY THAT THE TOTAL LISTED ABOVE REPRESENTS COLLECTIONS RECEIVED BY ME FOR THE ABOVE NAMED FUNDS DURING THE PERIOD 06/01/2000 THRU 07/01/2000. THE STARTING JUVENILE RECEIPT NUMBER 0000000000 THRU RECEIPT NUMBER 0000000000.			
DATED ____/____/____ BY _____			
DEPARTMENT HEAD			
THE MONIES ABOVE HAVE BEEN DEPOSITED WITH THE COUNTY TREASURER.			
RECEIVED BY _____ DATE ____/____/____			

**Combined Circuit/Juvenile Transmittal:**

PERIOD:	COMBINED TRANSMITTAL REPORT	RUN DATE:	07/13/00
		RUN TIME:	10:28:21
		PAGE:	3
	CIRCUIT TOTAL		65.00
	JUVENILE TOTAL		200.00
		-----	
	COMBINED TOTAL		\$265.00

## Restitution Report

This report tracks Restitution from the initial financial order to the vouchers paying the victims. There are several ways that you can run this report.

1. All active orders
2. All active orders or cases with activity within a specified reporting period
3. All active orders or cases for a specific judge
4. All active orders or cases for a specific case worker
5. All active orders or cases that are not all vouchered
6. All active orders or cases that are not vouchered for a specific judge
7. All active orders or cases that are not vouchered for a specific case worker
8. For a specific case

The report can be generated for the juvenile system.

### Running the Report:

Enter 28 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Restitution Order Report      Release : 025

**Report Options - Select ONE each time**

	Begin Date (mmdd ccyy)	End Date (mmdd ccyy)	Not Vouchered	Jurist P#	Worker P#
<input type="checkbox"/> Active Orders (date optional)					
<input type="checkbox"/> All Cases (date required)					
<input type="checkbox"/> Single Case	case #	sfx			

**Print Option**

☐ List transaction details? (Y/N)

Nxt Tran   RPT Type   FIN   Case# 00000000   Petrn# 00000000   Event#   Party

F1=Help   F2=Nxt Tran   F3=Exit   F4=Prompt   F6=System

F8=Probate   F9=Name Inq.   F14=Dkt. Inq   F16=Inv. Cal

08/005

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Select one option by placing an "X" to the left of it. Enter any other required data and press <Enter>. The system will generate the report.

Following is an example of the report.

COURT: J44		RESTITUTION ORDER REPORT				PAGE:	
PROGRAM: RSTORDRPT		RUNNING DATE:					
06/16/20							
-----							
CASE#:	97000560/00	PARTY:	00/J01	PETITION:	97000005	EVENT:	059
CASE NAME: TEST,TEST,TEST							
ORDER AMOUNT:	\$350.00	RECEIVED:	\$0.00	CREDIT:	\$0.00	OUTSTANDING:	\$350.00
RESTITUTION NOT VOUCHERED:	\$0.00	ORDER BEGIN DATE:	09/07/2000	ORDER END DATE:	00/00/0000	ORDER ENTERED:	00/00/000
-----							
PAYEE	ORDERED	RECEIVED	CREDIT	OUTSTANDING	AMT VOUCHERED	NOT VOUCHERED	
-----	-----	-----	-----	-----	-----	-----	
TEST,VICTIM,	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	
=====							

## Voided Receipts Report

This report tracks all voids that are processed within the reporting period. This report will print the case number, receipt numbers, date of the void, voided amount, void reason and the operator code.

The report can be generated for Juvenile, Probate or Civil systems.

### Running the Report:

Enter 30 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Voided Receipts Report      Release : 025

Enter the beginning date    MMDD CCYY  
                                 0101 2003

Enter the ending date      MMDD CCYY  
                                 0531 2003

Nxt Tran   RPT Type FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System

F8=Probate F9=Name Inq.      F14=Dkt. Inq F16=Inv. Cal

MB b MW 22/012

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Enter the date range that you want the system to search and press <Enter>. The system will generate the report.

Following is an example of this report.

RUN DATE 6/16/2003		JUVENILE VOIDED RECEIPTS REPORT					PAGE NO	
RUN TIME 14:22		From 01/01/2002 Thru 05/31/2003						
		COUNTY CIRCUIT COURT/FAMILY DIVISION						
		OTHER CTY. COMPLEX 255 CLAY ST.						
		OTHER MI 48446						
		(810) 6670270						
CASE #	SFX	PARTY	ORG. RCPT#	VOID RCPT#	VOID DATE	VOIDED AMOUNT	VOIDED REASON	OPR
00915683	1	1/F01	00041656	00045656	10/14/2002	\$20.00	TEST VOID REPORT	TEST
01000125	1	0/J01	00045623	00045624	5/29/2002	\$530.00	TEST	TEST
01000500		0/J01	00045603	00045604	2/15/2002	\$10.00	NSF CHECK	TEST
01000500		0/J01	00045642	00045654	10/09/2002	\$20.00	TESTING FOR 30	TEST
01000500		0/J01	00045665	00045666	12/10/2002	\$20.00	TESTING FOR TAMMY	TEST
02000550		0/J01	00045667	00045668	12/10/2002	\$20.00	TESTING FOR BARRY CO	TEST
02000789		0/J01	00045657	00045658	10/22/2002	\$500.00	JUST TESTING ARBILLING	TEST
02008888		0/J01	00045637	00045638	7/16/2002	\$10.00	TESTING	TEST

## A/R Transactions by Price Code

This report tracks price codes by date, jurist, worker and active orders only. This report will print the case number, receipt numbers, date of the void, voided amount, void reason and the operator code.

The report can be generated for Juvenile, Probate or Civil systems.

### Running the Report:

Enter 30 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE    A/R Transaction Report by Price    Release : 025

Enter Price Code for Reporting:  (Required)

MMDD CCYY

Enter Beginning Date:

Enter Ending Date:

(Note: If date not blank, only the orders with begin date in the range will be processed)

Jurist P#:

Worker P#:

Active Orders Only? ☐ (Y/N)

Nxt Tran   RPT   Type   FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help   F2=Nxt Tran   F3=Exit   F4=Prompt   F6=System

F8=Probate   F9=Name Inq.   F14=Dkt. Inq   F16=Inv. Cal

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1. Enter the price code.
2. Enter a date range if you are searching for a begin order date.
3. Enter the jurist or worker number. Leave blank for all.
4. Enter a "Y" for active orders only.

Press <Enter>. The system will generate the report.

Following is an example of this report.



COURT: J44	A/R TRANSACTION REPORT BY PRICE CODE				PAGE:	
PROGRAM: ARPCODERPT	PRICE CODE: AFE				RUNNING DATE: 06/16/20	
JURIST P#: 25275						
-----						
CASE#: 00000060/00	PARTY: 00/J01	PETITION: 00000968	EVENT: 008	CASE NAME: DESIGNATED,DISPOSED,		
ORDER AMOUNT: \$15,000.00	RECEIVED: \$0.00	CREDIT: \$0.00	OUTSTANDING: \$15,000.00			
PARTY NAME:		ORDER BEGIN DATE: 11/01/2002		ORDER END DATE: 00/00/0000		
-----						
RECEIPT #	PYMT AMOUNT	PYMT DATE	CRM/ADJ RCPT	VOIDED RCPT	PAID BY	
-----	-----	-----	-----	-----	-----	
=====						
-----						

## Accounts Payable Reports

After selecting the accounts payable reports off of the financial reports selection screen, the system will return the following screen for you.

**Court ID : J 44 ANGIE    Financial A/P Report Selection    Release : 025**

1. A/P Audit List	10. Account Ledger
2. List Voucher Numbers	11. Balance by Vendor
3. List Accounting Codes	12. Balance by Account
4. Vendor Cross Reference list	13. Balance by Case
5. Facility Listing	14. A/R & A/P by Case
6. Vendor Listing	15. Placement Cost by Case
7. Budget List	16. Deleted Voucher Audit Report
8. Budget Year	
9. Cost of Care by Vendor	23. Case Status Report
	24. Account Group Report

Make your selection:

Nxt Tran   RPT Type FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt                      F6=System

F8=Probate   F9=Name Inq.                      F14=Dkt.Inq F16=Inv.Cal

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Make your selection by placing the number of the report on the selection line. The system will do one of two things.

1. If the report requires further information, the system will display an additional data entry screen for you to fill in all relevant information. After you have entered the required information, press <Enter>.
2. If the report does not require further information, the system will generate the report after you press <Enter>.

Following are descriptions and examples of all reports on the A/R report selection menu.

## Accounts Payable Audit List

This report lists in account sequence the vendors that were paid out of that account. The last page of this report is the grand totals page.

### Running the Report:

Enter 1 in the report selection field and press <Enter>. The system will return the following screen.

The screenshot shows a terminal window titled "IB" with the following content:

```
Court ID : J 44 ANGIE          A/P Audit List          Release : 025

Enter the beginning date      MMDD CCYY
                             0501 2003

Enter the ending date         MMDD CCYY
                             0531 2003

Nxt Tran  RPT Type FIN  Case# 00000000  Petn# 00000000  Event#  Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Probate F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

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```

Enter the date range you would like to search and press <Enter>. The system will generate the report.

Following is the output from this report.

RUN DATE 7/18/2000		OTHER COUNTY PROBATE COURT		PAGE NO. 1	
		RUN TIME 09:06			
APAUDIT		FROM DATE 1/01/2000 TO DATE 7/15/2000			
ACCOUNT NUMBER		VENDOR NAME		DOLLAR AMT	
ERST 23456-66664.34-2R555.451		VICTIM1,TEST,R		40.00	
		VICTIM2,TEST,		25.00	
		TEST, TEST		150.00	
		TEST, TEST		200.00	
		RESTITUTION/VICTIM1/		50.00	
		VICTIM,ONE,		15.00	
		VICTIM,TEST,REST,		50.00	
E202 00292-00662.00-00742.020		TEST,TEST,T		75.00	
		TEST, TEST		1050.00	
		TEST, TEST		100.00	
E203 00292-00662.00-00760.010		TEST, TEST		1990.00	
E205 00292-00662.00-00760.030		TEST, TEST ,		150.00	
E208 00292-00662.00-00845.040		TEST, TEST		650.00	
E306 00292-00663.00-00845.060		TEST, TEST		150.00	
E402 00292-00664.00-00801.060		TEST, TEST		450.00	
				12,181.38	
-----		-----			
DEPARTMENT HEAD'S SIGNATURE				TOTAL AMOUNT OF BILLS	

## List Voucher Numbers

This report lists all voucher numbers that were created during the specified reporting period. Also listed is the date the voucher was created and the amount of the voucher. The grand total amount is listed at the end of the report.

### Running the Report:

Enter 2 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      List Voucher Number      Release : 025

Enter the beginning date      MMDD CCYY  
0101 2003

Enter the ending date      MMDD CCYY  
0531 2003

Nxt Tran   RPT Type FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help   F2=Nxt Tran   F3=Exit   F4=Prompt   F6=System

F8=Probate   F9=Name Inq.   F14=Dkt. Inq   F16=Inv. Cal

MP   b   MW   22/012

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Enter the date range you would like to search and press <Enter>. The system will generate the report.

Following is the output from this report.

RUN TIME 10:23					
VOUCHERLST	FROM DATE	6/01/2000	TO DATE	7/26/2000	
DOC.NUMBER	VENDOR NAME		DOC.DATE		DOLLAR AMT
0000011540	TEST FOSTER CARE		6/05/2000		1990.00
0000011541	TEST FOSTER CARE		6/07/2000		6.00
0000011542	TEST FOSTER CARE		6/07/2000		1.00
0000011543	TEST FOSTER CARE		6/07/2000		1.00
0000011544	TEST FOSTER CARE		6/07/2000		1.00
0000011545	TEST FOSTER CARE		6/07/2000		1.00
0000011546	TEST FOSTER CARE		6/07/2000		1.00
0000011547	TEST FOSTER CARE		6/07/2000		1.00
0000011548	TEST FOSTER CARE		6/07/2000		1.00
0000011549	TEST FOSTER CARE		6/07/2000		1.00
0000011550	TEST FOSTER CARE		6/07/2000		1.00
0000011551	TEST FOSTER CARE		6/07/2000		1.00
0000011552	TEST FOSTER CARE		6/07/2000		1.00
0000011553	TEST FOSTER CARE		6/07/2000		1.00
0000011574	TEST FOSTER CARE		7/10/2000		500.00
0000011575	TEST FOSTER CARE		7/13/2000		40.00
0000011576	TEST FOSTER CARE		7/13/2000		25.00
GRANT TOTAL					3,340.00

## **List Accounting Codes**

This report is used to list all of your accounting codes. This includes all active and inactive codes. The information is taken from the ACT/INQ screen.

### **Running the Report:**

Enter 3 in the report selection field and press <Enter>. The system will generate the report. There is no additional data entry required for this report.

Following is an example of this report.

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## **Vendor Cross Reference List**

This report lists all vendor numbers cross references with county vendor numbers as entered through either APA (Attorney Vendor Maintenance), APF (Facility Vendor Maintenance) or APO (Other Vendor Maintenance). Also listed on this report is the vendor name and which file the vendor was added to (F=Facility, V=Other Vendor, P=Attorney).

### **Running the Report:**

Enter 4 in the report selection field and press <Enter>. The system will generate the report. There is no additional data entry required for this report.

Following is an example of this report.

COURT 44		VENDOR CROSS REFERENCE CODES		PAGE: 1
PROGRAM: VXREFLIST				
COURT	CRT VENDOR #	CNTY VENDOR #	VENDOR NAME	FILE
-----	-----	-----	-----	----
44	CA1234		VENDOR NAME	
44	CA63218		VENDOR NAME	
44	WPP		VENDOR NAME	
44	XO		VENDOR NAME	
44	Z199904008		VENDOR NAME	
44	1001		VENDOR NAME	
44	91000		VENDOR NAME	
44	CA03025		VENDOR NAME	
44	96813		VENDOR NAME	
44	CA 13066		VENDOR NAME	
44	CA09046		VENDOR NAME	
44	FHANGIE		VENDOR NAME	
44	99960		VENDOR NAME	

## Facility List

This report lists all Facilities in your system including whether the facility is assigned to a court, name of the facility, address and the per-diem rate that the facility charges.

### Running the Report:

Enter 5 in the report selection field and press <Enter>. The system will generate the report. There is no additional data entry required for this report.

Following is an example of this report.

REPORT : FACLISTING		COURT 44 FACILITIE		CODES		
PROGRAM : FACLISTING						
COURT	FACILITY NAME	ADDRESS	CITY	STATE	PER-DIEM	
44					.00	
50					.00	
0	CA1234				.00	
44	CA67001A				.00	
50	FH50004629				.00	
44	456123486				.00	
0	CA41006 (DA) BLODGETT HOMES	1111 Main St.	BIG RAPIDS	MI	13.09	
25	FH2503898 ABRAHAM, HELEN	1382 FLEMENGO DRIVE	MNT MORRIS	MI	.00	
82	FH8215582 ABRAMS, DELMOS AND LIZZIE				.00	
82	8215582 ABRAMS, DELMOS AND LIZZIE				.00	
81	CA00014 ADRIAN TRAINING SCHOOL				.00	
81	PA19932 YOUTH ADVOCATE PROGRAM	PO BOX 35	WAPAKONETA	OH	47.00	
0	CA82816 YOUTH LIVING CENTER		WAYNE	MI	24.34	
0	CA82816A YOUTH LIVING CENTERS		WAYNE	MI	29.96	
0	CA82766 YOUTH LIVING CENTERS, INC		WAYNE	MI	103.87	
25	FH2515894 TEST, FACILITY NAME,	5214 N. MCKINLEY	FLUSHING	MI	.00	

## Budget List

This report will list each account that was set up as a budgeted line item. Also listed will be the distribution amounts for each month.

### Running the Report:

Enter 7 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE                      Budget List                      Release : 025

Enter Run year                      CCYY  
   2002

Nxt Tran   RPT Type   FIN   Case# 00000000   Petr# 00000000   Event#   Party  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt                      F6=System  
F8=Probate   F9=Name Inq.                      F14=Dkt. Inq   F16=Inv. Cal

MP b MW 22/012  
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Enter the run year that you want to search and press <Enter>. The system will generate the report.

Following is the output from this report.

REPORT NAME : BUDGETLIST				BUDGET LIST				PAGE :			
PROGRAM NAME : BUDGETLIST				FOR 1998				RUN DATE : 7/06/20			
								RUN TIME : 9:			
BUDGET								BEG. START		END	
CODE	DESCRIPTION	FUND ACTIVITY	ACCOUNT CENTER	ACCOUNT TYPE	YEAR	MONTH NAME	MONTH NAME	BUDGET		AMOUNT	
-----											
E902		- . - . - =			1997 10	OCTOBER	12 SEPTEMBER			\$900.10	
	1997	1997	1997		1998		1998			1998	
	OCTOBER	NOVEMBER	DECEMBER		JANUARY		FEBRUARY			MARCH	
	75.00	85.00	65.00		75.00		75.00			75.00	
	1998	1998	1998		1998		1998			1998	
	APRIL	MAY	JUNE		JULY		AUGUST			SEPTEMBER	
	75.00	75.00	75.00		75.00		75.00			75.10	
BUDGET								BEG. START		END	
CODE	DESCRIPTION	FUND ACTIVITY	ACCOUNT CENTER	ACCOUNT TYPE	YEAR	MONTH NAME	MONTH NAME	BUDGET		AMOUNT	
-----											
E903	BASIC GRANT TRANSPORTATION	00295-00675.00-00860.00	-	E= EXPENDITURE	1997 01	JANUARY	12 DECEMBER			\$25,000.00	
	1997	1997	1997		1997		1997			1997	
	JANUARY	FEBRUARY	MARCH		APRIL		MAY			JUNE	
	2,000.00	5,000.00	1,000.00		4,000.00		5,000.00			1,000.00	
	1997	1997	1997		1997		1997			1997	
	JULY	AUGUST	SEPTEMBER		OCTOBER		NOVEMBER			DECEMBER	
	1,000.00	2,000.00	1,000.00		1,000.00		1,000.00			1,000.00	
TOTAL BUDGET AMOUNT		25,900.10									

## Budget Year

This report will list each line item that was added to the budget along with total amounts and monthly activity for the accounts.

### Running the Report:

Enter 8 in the report selection field and press <Enter>. The system will return the following screen.

```

B
Court ID : J 44 ANGIE          Budget Year          Release : 025

Enter budget year  CCYY
                   2002

Nxt Tran  RPT Type FIN  Case# 00000000  Petn# 00000000  Event#  Party
F1=Help  F2=Nxt Tran  F3=Exit  F4=Prompt          F6=System
F8=Probate  F9=Name Inq.          F14=Dkt. Inq  F16=Inv. Cal

MP  b          MW          22/012
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```

Enter the run year that you want to search and then press <Enter>. The system will generate the report.

Following is the output from this report.

REPORT NAME : BUDGETYEAR				BUDGET YEAR				PAGE :			
PROGRAM NAME : BUDGETYEAR				FOR 2000				RUN DATE : 7/07/20			
								RUN TIME :			
10:											
BUDGET											
CODE	DESCRIPTION		FUND ACTIVITY	ACCOUNT	ACCOUNT TYPE	YEAR	BEG. START MONTH NAME	END MONTH NAME		BUDGET AMOUNT	
-----											
RST	RESTITUTION		00701-00000.00-00271.001-		R= REVENUE	1999	10	12		\$12,000.00	
BUDGET											
MM	YYYY	BUDGET	COURT \$ IN	OVER/UNDER	BUDGET	STATE \$ IN	OVER/UNDER				
10	1999										
11	1999										
12	1999										
01	2000	12000.00	150.00	11850.00							
02	2000	11850.00	611.00	11239.00							
03	2000	11239.00	141.93-	11380.93							
04	2000	11380.93	100.00	11280.93							
05	2000	11280.93	17.00	11263.93							
06	2000	11263.93	184.00	11079.93							
07	2000	11079.93	540.00	10539.93							
08	2000										
09	2000	10539.93			12000.00						
ADJ											
G-TOT	12000.00	1460.07	10539.93	12000.00		12000.00					



## Cost of Care by Vendor

This report lists all children that were placed within the time period you requested or children that were placed before that time period. Also listed is billing and payment information for this vendor with the grand totals listed at the end of each vendor. If you select to print in name sequence, the report will be sorted by vendor name.

### Running the Report:

Enter 9 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Cost of Care by Vendor      Release : 025

Enter the beginning date      MMDD CCYY

Enter the ending date      MMDD CCYY

Enter vendor numbers

Leave vendor NBR blank for all vendors

Enter "X" to print in vendor name sequence      ☐

Leave blank to print in vendor # sequence

Nxt Tran   RPT Type   FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System

F8=Probate F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

MP   b   MW   05/037

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**Enter Beginning Date** - Enter the date that you want the system to search from.

**Enter the Ending Date** - Enter the date that you want the system to search through.

**Enter Vendor Numbers** - Enter vendor number(s) that you want the report to print for; there is room for 12 vendor numbers. If you leave these fields blank, all vendors will print.

**Enter "X" to print in Vendor Name Sequence** - Enter an "X" in this field if you want the report sorted by vendor name. The default for this report is printed in vendor number sequence. After you have entered all data, press <Enter>. The system will generate the report.

Following is an example of this report.

50		PLACEMENTS, COSTS AND PAYMENTS BY VENDOR						RUN DATE : 07/27/20	
VENCOCPR		MACOMB COUNTY JUVENILE COURT							
VENCOCPR		380 NORTH ROSE						CONTACT : BARBARA PIERCE	
		MT CLEMENS MI 48043						PHONE # : 313/469/5416	
		BEGIN DATE 01/01/2000 END DATE 07/27/2000						PAGE	
CASE NBR	NAME	IN DATE	OUT DATE	DAYS	RATE	CHARGES	PETITION	EVENT	COMMENT
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
90034907-03	TEST, TEST,T	1/01/2000	7/27/2000	208	\$148.77	\$30,944.16	92349071	38	CURRENT RATE
96043594-01	TEST, TEST,T	5/16/2000	7/17/2000	62	\$148.77	\$9,223.74	96435941	78	CURRENT RATE
TOTAL: VENDOR: CA09001 LUTHERAN CHILD & FAM. SERV.		DAYS 270 # OF CHILDREN		2	PROJECTED COST		40,167.90		
CASE NBR	NAME	IN DATE	OUT DATE	DAYS	RATE	CHARGES	PETITION	EVENT	COMMENT
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
93039120-01	TEST, TEST,T	1/01/2000	7/27/2000	208	\$124.34	\$25,862.72	94391202	51	CURRENT RATE
96043142-01	TEST, TEST,T	4/28/2000	7/27/2000	90	\$124.34	\$11,190.60	97431422	90	CURRENT RATE
TOTAL: VENDOR: CA09039 PARMENTER HOUSE		DAYS 298 # OF CHILDREN		2	PROJECTED COST		37,053.32		

## Account Ledger

This report lists by case, all charges and payments made or received for the selected reporting period. Using this report, the user can get daily, weekly, monthly, quarterly, yearly totals for their accounts.

Appearing under each case are the account numbers used when invoices were applied against the case. Under each account number are (2) totals. The totals are as follows:

First Total	=	Total dollars invoiced to the court against the case.
Second Total	=	Payments made for that case.

There is a Grand Totals section at the end of the report that will list totals for each account. This amount will include all cases that the code was found in.

### Running the Report:

Enter 10 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Account Ledger      Release : 025

Enter the beginning date      MMDD CCYY

Enter the ending date      MMDD CCYY

Enter the account no.     

Blank for all accounts

Enter 8-Digit case number      00000000

Enter 2-Digit suffix     

Leave both blank for all cases

Enter "X" to print in case name sequence     

Leave blank to print in case # sequence

Nxt Tran   RPT   Type   FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System

F8=Probate   F9=Name Inq.      F14=Dkt. Inq   F16=Inv. Cal

05/037

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Following are explanations of the above fields with instructions for filling them in.

**Enter the beginning date**

Enter the date that you want the system to search from.

**Enter the ending date**

Enter the date that you want the system to search through.

**Enter the Account Number**

If you are searching for only one account, enter the account code in this field. Leave this field blank if you are processing for all vendors.

**Enter 8-digit Case Number**

Enter the case number that you are running this report for. If you are running for all cases, leave this field blank.

**Enter two digit suffix**

Enter the suffix number for the case that you are running this report for. If you are running for all cases, leave this field blank.

**Enter "X" to print in Case Name Sequence**

Enter "X" in this field if you want the report printed in case name sequence. The default for this report is to print in case number sequence.

After all entries have been made, press <Enter>. The system will generate the report.

Following is an example of this report.

```

J44                                ACCOUNT LEDGER                                RUN DATE   : 07/27/2000
ACCTLDGR                          OTHER COUNTY PROBATE COURT                    RUN TIME    : 16:08
ACCTLDGR                          OTHER CTY. COMPLEX 255 CLAY ST.
                                  OTHER MI 48446
                                  REPORTING PERIOD: 1/01/1990 - 1/01/2000
                                  FUND ACTIVITY ACCOUNT
CODE DESCRIPTION                  NAME : TEST, TEST,T
CASE NO. 843515 SUFFIX 0
E233 DIRECT PAYMENT              00292-00000.00-00230.040
                                  AMT
                                  REG      REG
                                  AMT    DAYS
                                  8888   8888
                                  AMT    DAYS
                                  99
NEW INVOICES $53.03 $53.03 $53.03 $53.03 $53.03 $53.03 $53.03
PAID INVOICES $53.03 $53.03 $53.03 $53.03 $53.03 $53.03 $53.03
E802 INTENSE HOME PROB.PER DIEM 00292-00668.00-00843.000
                                  AMT
                                  REG      REG
                                  AMT    DAYS
                                  8888   8888
                                  AMT    DAYS
                                  99
NEW INVOICES $3,160.00 $3,160.00 $3,160.00 $3,160.00 $3,160.00 $3,160.00 $3,160.00
PAID INVOICES $3,160.00 $3,160.00 $3,160.00 $3,160.00 $3,160.00 $3,160.00 $3,160.00
                                  AMT
                                  REG      REG
                                  AMT    DAYS
                                  8888   8888
                                  AMT    DAYS
                                  99
NEW INVOICES $10,072.35 $7,056.00 $7,056.00 $7,056.00 $7,056.00 $7,056.00 $7,056.00
PAID INVOICES $10,072.35 $7,056.00 $7,056.00 $7,056.00 $7,056.00 $7,056.00 $7,056.00
E271 RESTITUTION                00701-00000.00-00271.001
                                  AMT
                                  REG      REG
                                  AMT    DAYS
                                  8888   8888
                                  AMT    DAYS
                                  99
NEW INVOICES $23.93 $23.93 $23.93 $23.93 $23.93 $23.93 $23.93
PAID INVOICES $23.93 $23.93 $23.93 $23.93 $23.93 $23.93 $23.93
                                  AMT
                                  REG      REG
                                  AMT    DAYS
                                  8888   8888
                                  AMT    DAYS
                                  99
CASE TOTAL INVOICED $13,309.31 $10,216.00 326 $1,882.35 41 $1,210.90
CASE TOTAL PAID $13,285.38 $10,216.00 326 $1,882.35 41 $1,210.90
*****

```

		GRAND TOTALS							
CODE	DESCRIPTION	FUND	ACTIVITY	ACCOUNT					
231	STATE WARD PAYMENTS	00292-00000.00-00230.010							
			AMT	REG	REG	8888	8888	99	
				AMT	DAYS	AMT	DAYS	A	
		NEW INVOICES	\$13,481.94	\$ .00	0	\$ .00	0	\$13,481.9	
		PAID INVOICES	\$6,972.66	\$ .00	0	\$ .00	0	\$6,972.6	
232	A.D.C.F. PAYMENTS	00292-00000.00-00230.02							
			AMT	REG	REG	8888	8888	99	
				AMT	DAYS	AMT	DAYS	A	
		NEW INVOICES	\$25,713.07	\$ .00	0	\$ .00	0	\$25,713.0	
		PAID INVOICES	\$13,368.37	\$ .00	0	\$ .00	0	\$13,368.3	
235	GOVERNMENTAL BENEFITS	00292-00000.00-00230.04							
			AMT	REG	REG	8888	8888	99	
				AMT	DAYS	AMT	DAYS	A	
		NEW INVOICES	\$914.00	\$ .00	0	\$ .00	0	\$914.0	
		PAID INVOICES	\$336.00	\$ .00	0	\$ .00	0	\$336.0	
E233	DIRECT PAYMENT	00292-00000.00-00230.040							
			AMT	REG	REG	8888	8888	99	
				AMT	DAYS	AMT	DAYS	A	
		NEW INVOICES	\$72,760.46	\$ .00	0	\$ .00	0	\$72,760.4	
		PAID INVOICES	\$53,859.96	\$ .00	0	\$ .00	0	\$53,859.9	
			AMT	REG	REG	8888	8888	99	
				AMT	DAYS	AMT	DAYS	A	
		ACTIVITY NEW INV.	\$112,869.47	\$ .00	0	\$ .00	0	\$112,869.4	
		ACTIVITY PAID INV.	\$74,536.99	\$ .00	0	\$ .00	0	\$74,536.9	
*****									

## Balance By Vendor

This report lists by Vendor, invoices that were submitted within the date range. Detailed information is printed for each of these invoices.

The report can be printed in name sequence by Vendor, the default is printed by Vendor number.

### Running the Report:

Enter 11 in the report selection field and press <Enter>. The system will return the following screen.

```

Court ID : J 44 ANGIE          Balance by Vendor          Release : 025

Enter the beginning date      MMDD CCYY
                             0101 2003

Enter the ending date         MMDD CCYY
                             0531 2003

Enter the vendor no.         [REDACTED]
Blank for all vendors

Enter "X" to print in vendor name sequence [REDACTED]
Blank to print in vendor number sequence

Nxt Tran  RPT Type FIN Case# 000000000 Petn# 000000000 Event# [REDACTED] Party [REDACTED]
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

10/037
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```

Enter the date range that you are searching and the vendor number. Leave the vendor number field blank if you would like all vendors. Enter an "X" to print in name sequence.

Press <Enter> and the system will generate the report.

Following is an example of this report.

```

REPORT NAME   : COCVENCHK                      BALANCE RUN                      PAGE :
PROGRAM NAME  : COCVENCHK                      BY VENDOR LISTING OF INVOICES    RUN DATE : 7/28/20
                                           SELECTED DATES FROM 01/01/2000 TO 07/01/2000  RUN TIME : 15:
*****
VENDOR NUMBER & NAME AAA4      TEST,TEST,T
INVOICE DATE 02/02/2000
INV.NUMBER CASE SUFFIX NAME    ACCT DESCRIPTION    AMOUNT
0000011522 99980018 1 NO CASE NAME    E202 SUPPLEMENTAL CLOTHING    $75.00
                                           -----
                                           TOTAL FOR PREV. VOUCHER      $75.00
                                           -----
                                           TOTALS FOR THIS VENDOR      $75.00
*****
VENDOR NUMBER & NAME CA09046    BAY COUNTY DETENTION
INVOICE DATE 02/02/2000
INV.NUMBER CASE SUFFIX NAME    ACCT DESCRIPTION    AMOUNT
0000011521      58 0 RAYMOND,JANICE,    E202 SUPPLEMENTAL CLOTHING    $50.00
                                           -----
                                           TOTAL FOR PREV. VOUCHER      $50.00
                                           -----
0000011524      895019 0 SMITH,AARON,M    E202 SUPPLEMENTAL CLOTHING    $1,000.00
                                           -----
                                           TOTAL FOR PREV. VOUCHER      $1,000.00
                                           -----
                                           TOTALS FOR THIS VENDOR      $1,050.00
                                           -----
                                           GRAND OVERALL TOTAL          $10,966.38

```



## Balance By Vendor

This report lists by Account, invoices that were submitted within the date range. Detailed information is printed for each of these invoices.

The report can be printed for one account or for all accounts.

### Running the Report:

Enter 12 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Balance by Account      Release : 025

Enter the beginning date    MMDD CCYY  
0101 2003

Enter the ending date      MMDD CCYY  
0501 2003

Enter the account no.        
Blank for all accounts

Nxt Tran   RPT Type FIN   Case# 00000000   Petn# 00000000   Event#   Party  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System  
F8=Probate   F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

10/037

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Enter the date range that you are searching and the account number. Leave the account number field blank if you would like all accounts.

Press <Enter> and the system will generate the report.

Following is an example of this report.

REPORT NAME : COCACCTCHK	BALANCE RUN	PAGE :
PROGRAM NAME : COCACCTCHK	BY ACCOUNT LISTING OF INVOICES	RUN DATE : 8/01/20
	SELECTED DATES FROM 01/01/2000 TO 07/20/2000	RUN TIME : 14:
*****		
ACCOUNT ERST TEST REST ACCOUNT		
INVOICE DATE 02/15/2000		
VENDOR NUMBER & NAME GTODD TODD,GARY,		
INV.NUMBER NAME	CASE SUFFIX	REGULAR \$ DAYS 8888 \$ DAYS 9999 \$
0000011527 TEST, TEST,T	98989802 0	\$ .00 00 \$ .00 00 \$150.00
	SUB TOTAL	\$ .00 00 \$ .00 00 \$150.00
VENDOR NUMBER & NAME RST456 VICTIM,ONE,		
INV.NUMBER NAME	CASE SUFFIX	REGULAR \$ DAYS 8888 \$ DAYS 9999 \$
0000011526 TEST, TEST,T	12345 1	\$ .00 00 \$ .00 00 \$15.00
	SUB TOTAL	\$ .00 00 \$ .00 00 \$15.00
INVOICE DATE 02/23/2000		
VENDOR NUMBER & NAME 123456789 TEST		
INV.NUMBER NAME	CASE SUFFIX	REGULAR \$ DAYS 8888 \$ DAYS 9999 \$
0000011528 TEST, TEST,T	99980058 0	\$ .00 00 \$ .00 00 \$50.00
	SUB TOTAL	\$ .00 00 \$ .00 00 \$50.00
	GRAND TOTAL	\$2,140.00 95 \$ .00 00 \$10,041.38

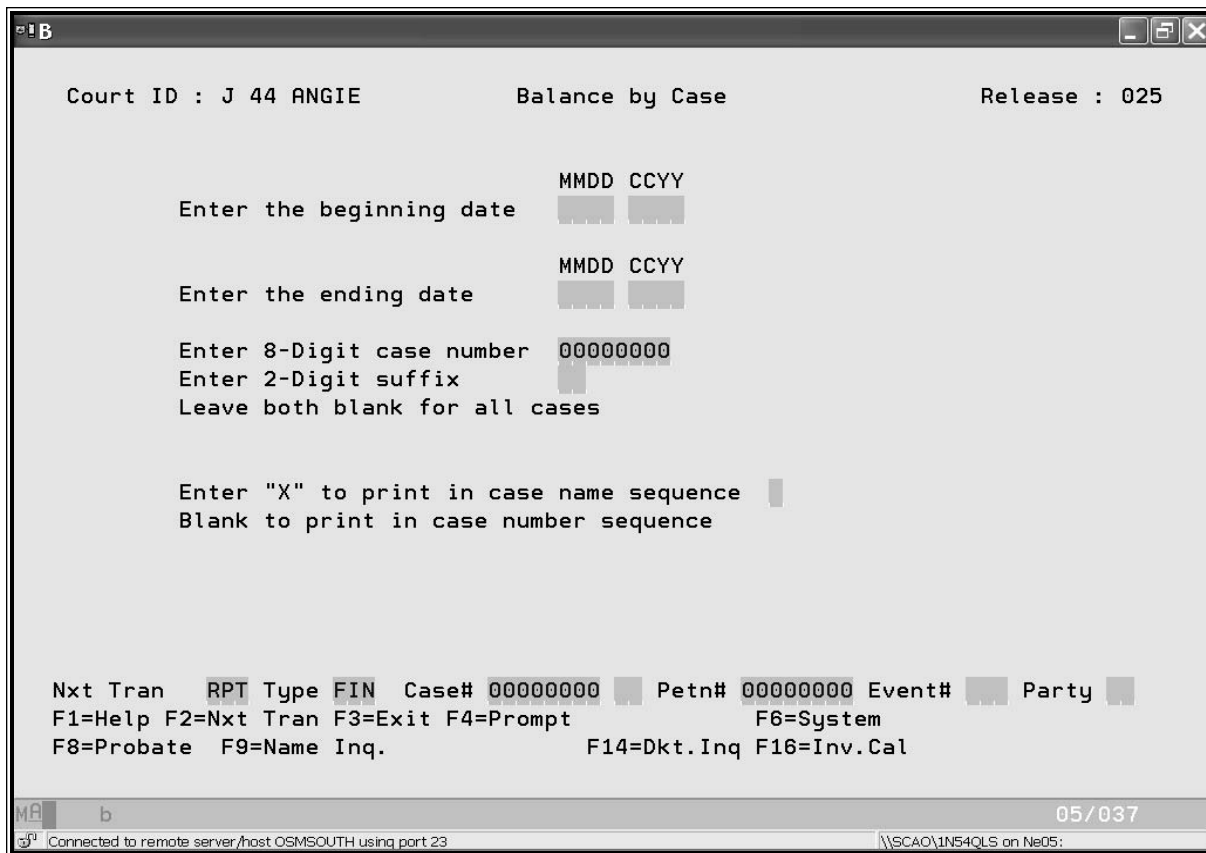
## Balance By Case

This report lists by Case, invoices that were submitted within the date range. Detailed information is printed for each of these invoices.

The report can be printed for a single case or for all cases.

### Running the Report:

Enter 12 in the report selection field and press <Enter>. The system will return the following screen.



```

Court ID : J 44 ANGIE          Balance by Case          Release : 025

Enter the beginning date      MMDD CCYY
                             [ ][ ] [ ][ ]
Enter the ending date         MMDD CCYY
                             [ ][ ] [ ][ ]
Enter 8-Digit case number     00000000
Enter 2-Digit suffix          [ ][ ]
Leave both blank for all cases

Enter "X" to print in case name sequence  [ ]
Blank to print in case number sequence

Nxt Tran  RPT Type FIN Case# 00000000 Petn# 00000000 Event# [ ][ ] Party [ ][ ]
F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
F8=Probate F9=Name Inq.          F14=Dkt.Inq F16=Inv.Cal

05/037
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```

Enter the date range that you are searching and the case/suffix number. Leave these fields blank if you would like all cases. Enter "X" to print in case name sequence.

Press <Enter> and the system will generate the report.

Following is an example of this report.

REPORT NAME : COCCASECHK	BALANCE RUN	PAGE :
PROGRAM NAME : COCCASECHK	BY CASE LISTING OF INVOICES	RUN DATE : 8/03/20
SELECTED DATES FROM 01/01/2000 TO 07/01/2000		RUN TIME : 9:
*****		
CASE NAME/CASE NO. TEST, TEST,T	00000058 0	
VENDOR NUMBER & NAME CA09046	BAY COUNTY DETENTION	
INVOICE DATE 02/02/2000		
INV.NUMBER ACCT DESCRIPTION	AMOUNT	
0000011521 E202 SUPPLEMENTAL CLOTHING	\$50.00	
	-----	
TOTALS FOR THIS VENDOR	\$50.00	
	-----	
TOTALS FOR THIS CASE	\$50.00	
*****		
CASE NAME/CASE NO. TEST, TEST,T	00000059 0	
VENDOR NUMBER & NAME 53534	TEST, TEST,T	
INVOICE DATE 02/02/2000		
INV.NUMBER ACCT DESCRIPTION	AMOUNT	
0000011525 E306 NSP OTHER	\$150.00	
	-----	
TOTALS FOR THIS VENDOR	\$150.00	
	-----	
TOTALS FOR THIS CASE	\$150.00	

## A/R and A/P by Case

This report prints both accounts receivable and accounts payable information for the time period selected. Also printed is the difference between the two.

### Running the Report:

Enter 14 in the report selection field and press <Enter>. The system will return the following screen.

IB

Court ID : J 44 ANGIE      A/R A/P by Case      Release : 025

Enter the beginning date      MMDD CCYY  
0101 2003

Enter the ending date      MMDD CCYY  
0531 2003

Enter "X" to print in case name sequence  
Blank to print in case number sequence

Nxt Tran   RPT Type FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System

F8=Probate   F9=Name Inq.      F14=Dkt. Inq   F16=Inv. Cal

MP   b   MW   15/052

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Enter the date range that you want to search and an "X" if you the report to print in case name sequence and then press <Enter>. The system will generate the report.

Following is the output from this report.

J44		RECEIVABLES AND EXPENDITURES BY CASE				PAGE
NO						
COMPARCOC		FROM 07/01/2000 TO 07/11/2000				RUN DATE
07/10/20						
CASE NUMBER	SFX	CASE NAME	AMOUNT RECEIVED	AMOUNT PAID	AMOUNT DIFF.	
00000058	00	TEST, TEST,T	100.00	0.00	100.00	
00008351	00	TEST, TEST,T	0.00	0.00	0.00	
00895019	00	TEST, TEST,T	580.00	0.00	580.00	
00915456	00	TEST, TEST,T	0.00	1150.00	1150.00-	

NOTE: If the name appears as "No Case Name", there is no Accounts Receivable information for this case. You have vouchered but not collected any money.

## Placement Cost By Case

This report lists placement information by case either for a selected set of case numbers or for all cases. Totals of cost incurred, number of paid days and non-paid days are printed.

### Running the Report:

Enter 15 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Placement cost by Case      Release : 025

Enter the beginning date      MMDD CCYY

Enter the ending date      MMDD CCYY

Enter case numbers

Leave case number blank for all cases

Enter "X" to print in case name sequence      ☐

Leave blank to print in case # sequence

Nxt Tran   RPT Type FIN   Case# 00000000   Petn# 00000000   Event#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System

F8=Probate F9=Name Inq.      F14=Dkt.Inq F16=Inv.Cal

05/037

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Enter the date range that you want to search and any case number/numbers. Leave these fields blank for all cases. Enter an "X" if you would like the report to print in case name sequence.

Press <Enter> and the system will generate the report.

Following is the output from this report.

44

CHLVENPRT

CHLVENPRT

PLACEMENTS, COSTS BY CASE

OTHER COUNTY PROBATE COURT

OTHER CTY. COMPLEX 255 CLAY ST.

OTHER MI 48446

BEGIN DATE 01/01/1990

END DATE 07/01/2000

CONTACT : JUVENILE ADMIN

PHONE # : 810/667/0270

PAGE

RUN DATE : 08/03/20

CASE #

NAME

00001235-02

NEGLECT/TEST MULT-TWO/

VENDOR

NAME

IN DATE

OUT DATE

DAYS

RATE

CHARGES

PETITION

EVENT

COMMENT

ABCDEFGHIJ

NEW FACILITY NAME,,

4/30/2000

7/01/2000

62

\$50.00

\$3,100.00

00000978

2

CURRENT RATE

TOTAL COST

\$3,100.00

TOTAL PAID DAYS

62

TOTAL NON PAID DAYS

0

44

CHLVENPRT

CHLVENPRT

PLACEMENTS, COSTS BY CASE

OTHER COUNTY PROBATE COURT

OTHER CTY. COMPLEX 255 CLAY ST.

OTHER MI 48446

BEGIN DATE 01/01/1990

END DATE 07/01/2000

CONTACT : JUVENILE ADMIN

PHONE # : 810/667/0270

PAGE

RUN DATE : 08/03/20

CASE #

NAME

00011693-00

TEST, TEST,T

VENDOR

NAME

IN DATE

OUT DATE

DAYS

RATE

CHARGES

PETITION

EVENT

COMMENT

CLO

CLOSED

1/25/1994

1/25/1994

\$ .00

\$ .00

00000001

6

CURRENT RATE

TOTAL COST

\$ .00

TOTAL PAID DAYS

0

TOTAL NON PAID DAYS

0

TOTAL COST

\$41,875.00

TOTAL PAID DAYS

335

TOTAL NON PAID DAYS

0

TOTAL CHILDREN IN PLACEMENT

2186



## Case Status Report

This report lists all parties that have Accounts Receivable Master Records along with the Account Status and the Status of the Case.

Following is a list of the possible statuses for an account:

- 88** Active, maintained by support system. The Account is active for billing/payments. All data relating to the names and addresses are maintained by the Parent system.
- 89** Active, no longer maintained by support system. Active account for billing/payments. All data relating to names and addresses are maintained by the ARU screen.
- 98** Inactive, no longer maintained by support system. Account is inactive for billing and payments. All data relating to the names and addresses are maintained by the ARU screen.
- 99** Inactive, maintained by the support system. Account is inactive for billing and payments. All data relating to the names and addresses are maintained by the parent system.

### Running the Report:

Enter 28 in the report selection field and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Case Status Report      Release : 025

Enter "88" for all active and maintained by support system  
 Enter "89" for all active but not maintained by support system  
 Enter "98" for all inactive but not maintained by support system  
 Enter "99" for all inactive and maintained by support system  
 Leave blank for all cases

Enter "OP" for all open cases  
 "CL" for all close cases  
 Leave blank for all cases

Enter "X" to print in case name sequence  
 Leave blank to print in case # sequence

Nxt Tran	RPT Type	FIN	Case#	Petrn#	Event#	Party
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt	F6=System		
F8=Probate	F9=Name Inq.	F14=Dkt. Inq	F16=Inv. Cal			

05/064  
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Following are explanations of the above fields with instructions for filling them in.

**~Enter 88,89,98,99 or Leave Blank for all cases~**

Enter one of these options. Listed above are descriptions of these statuses. If you want a list of all statuses, leave this field blank.

**~Enter "OP" for Open Cases, "CL" for Closed Cases, leave blank for all cases~**

Enter one of these options if you are looking for only opened or closed cases. If you want all cases to print, leave this field blank.

**~Enter "X" to print in case name sequence~**

Enter an "X" to print this report in alphabetic order. The default for this report is printing in case number sequence.

Following is an example of what this report will look like.

REPORT: CASE STATUS		CASE STATUS REPORT		PAGE#:	1
PROGRAM: CASESTSRPT		JUVENILE		RUN DATE: 7/12/2000	
CASE NUMBER	CASE NAME	FINANCIAL STATUS		CASE STATUS	
115	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.	OPEN CASE	
177	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.		
203	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.		
390	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.	CLOSED CASE	
533	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.		
590	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.	CLOSED CASE	
608	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.		
690	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.	CLOSED CASE	
753	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.		
790	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.	CLOSED CASE	
890	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.	CLOSED CASE	
990	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.	CLOSED CASE	
1100	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.		
1302	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.		
1376	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.		
1490	XXXXXXX, XXXXXXXXXXXX	XXXX	88 - ACTIVE/SYSTEM MAINT.	CLOSED CASE	

## Account Group Report

This report lists Receivables/Expenditures by Account Group. For expenditure accounts, the system will search by Invoice, Payment or Both.

### Running the Report:

Enter 24 in the report selection field and press <Enter>. The system will return the following screen.

### ~Enter Beginning & Ending Dates~

Enter the date range that you want the system to search from.

### ~Enter the Account Group 1,2,3~

Enter the Account group or groups that you want the system to search for. If you want all account groups, leave this field blank.

### ~Enter "R" for Revenue, "E" for Expenditure~

Enter one of the above options and the system will list only Revenue or Expenditure Account Groups.

### ~If E is selected, enter "I" for Invoices, "P" for Payments, "B" for Both Payments and Invoices~

Enter one of the above options and the report will list only that option.

Following is an example of the report.

REPORT : ACCOUNT GROUP		COURT 44 ACCOUNT GROUP REPORT				PAGE :	
PROGRAM : ACCOUNT GROUP REPORT		JUVENILE					
DATE :	7/12/2000	FROM	1/01/1998	TO	7/11/2000	FOR	CODE(S) FOR REVENUE
ADC	0/00/0000	00292-00000.00-00230.111	ADCF			ACCOUNT GROUPS	TOTAL COLLECTED \$4,432.50
						TOTAL WITH ADJUSTMENTS	\$4,395.00
						TOTAL ADJUSTMENTS	
\$37.50-							
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$90.00
ADM	0/00/0000	00101-00148.00-00621.111	ADMINISTRATIVE FEES			ACCOUNT GROUPS	TOTAL COLLECTED \$3,539.97
						TOTAL WITH ADJUSTMENTS	\$4,119.97
						TOTAL ADJUSTMENTS	\$580.00
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$135.00
AFE	0/00/0000	00101-00149.00-00853.000	ATTORNEY FEES			ACCOUNT GROUPS	TOTAL COLLECTED \$ .00
						TOTAL WITH ADJUSTMENTS	\$ .00
						TOTAL ADJUSTMENTS	\$ .00
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$ .00
ATT	0/00/0000	00101-00148.00-00614.000	REIMBURSEMENT ATTORNEY FE	ACCOUNT GROUPS		TOTAL COLLECTED	\$1,305.00
						TOTAL WITH ADJUSTMENTS	\$1,315.00
						TOTAL ADJUSTMENTS	\$10.00
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$225.00
BND	0/00/0000	00101-00148.00-00603.00	BOND FEE			ACCOUNT GROUPS	TOTAL COLLECTED \$ .00
						TOTAL WITH ADJUSTMENTS	\$11.50
						TOTAL ADJUSTMENTS	\$11.50
						ADJUSTMENTS OUTSIDE DATE-RANGE	\$ .00
						TOTAL CREDIT AMOUNT APPLIED	\$ .00